



Diocese of Kootenay

ANGLICAN CHURCH OF CANADA

Executive Officer

The Diocese of Kootenay is in the midst of a challenging yet exciting time of organizational culture change and transition that calls for energetic and innovative leadership. As such, the Diocese is seeking an Executive Officer with knowledge of Business Management, HR management, and experience in change management.

The Executive Officer is the Chief Operating Officer (COO) for the Diocese of Kootenay. This is a full-time position providing operational support to the Bishop of Kootenay and includes the policy, property, staffing, finance, and governance portfolios. The Executive Officer will also be called upon to represent the Bishop and Diocese in parishes or other public forums, and may occasionally act as the Bishop's Commissary. This is a senior leadership role in the Diocese and requires prayerfulness and the highest levels of professionalism and care.

Duties:

- Work closely and regularly with the Bishop to confirm priorities for immediate attention and action.
- During the Bishop's absences from the office (Congregational visits, House of Bishops, Provincial meetings), keep them well informed.
- Ensure that the Bishop is briefed on relevant matters for upcoming meetings.
- Prepare material and agendas for Diocesan committees, related to the policy, property, staffing, finance, and governance portfolios, including Diocesan Council, Administration and Finance, and BARDS.
- Regularly review and revise (if applicable) of Diocesan policies.
- Under the direction of the Bishop and Diocesan Council, oversee property acquisitions, transfers, insurance and liaise with the Property Manager, particularly in relation to maintenance, emergencies, vendors and service contracts.
- Act as a contact person for outside organizations such as insurance brokers, land title office, legal officers, and government.
- Assist the Bishop in overseeing and supporting Diocesan employees and volunteers and external Contractors.

- Provide leadership to clergy and parish administrators on applicable provincial and federal regulations and laws, such as Worksafe BC, labour codes, etc.
- Act as a resource for clergy and wardens on parish operational matters, including contracts for lay employees.
- Work closely with the Bishop and the Coordinator of the Diocesan Implementation Plan as the Diocese undergoes structural revitalization.
- Work closely with the Treasurer and Finance Officer on budgeting, spending, and day to day financial management.
- Work closely with the Executive Assistant on Diocesan communications.
- Provide leadership at Diocesan events and Parish workshops as requested by the Bishop.

Hybrid working conditions between home and office, and remuneration will be negotiated.

For more information or to apply:

The Most Rev. Dr. Lynne McNaughton, Bishop of Kootenay

#201 - 380 Leathead Road

Kelowna, BC V1X 2H8

Email: admin@kootenay.info

Subject Line: Executive Officer Application

Closing Date: June 30, 2023