



PENSION OFFICE CORPORATION OF THE ANGLICAN CHURCH OF CANADA

The Pension Office Corporation administers the General Synod Pension Plan, the Lay Retirement Plan, the Long Term Disability Plan, the Self Insured Death Benefit Plan, Employee Benefits Plan and the Continuing Education Plan for employees of the Anglican Church of Canada and its related employers.

Employees work in a small friendly office in Toronto which is centrally located, close to transit, and offers competitive salary, health, dental, life insurance coverage and participation in a generous pension plan.

The Pension Office Corporation is now accepting applications for the full-time position of:

Records Management Officer

Reporting to the Executive Director, this position will provide day-to-day support for the Executive Director in the areas of governance and policy administration for the pension and benefits plans of the Anglican Church of Canada. This position is responsible for maintaining corporate records for the Pension Office Corporation, and organizing Board meetings, including taking and producing minutes for approximately 15-20 meetings per year.

The ideal candidate will possess:

- » Related experience in pension and benefit plans, investment management and regulatory filings protocol
- » A post-secondary diploma or degree from a recognized institution in the field of business administration and/or corporate secretarial practices
- » The ability to pay close attention to details and take and produce minutes accurately
- » Experience working with boards/committees and interacting with individuals at all levels of an organization
- » The ability to communicate professionally both verbally and in written form
- » Strong issue identification and problem solving abilities
- » Exceptional interpersonal skills to interact effectively and build professional relationships with individuals both within and outside the organization
- » Demonstrated time management skills, including the ability to organize and prioritize work to manage timelines and to meet defined deadlines
- » Strong computer skills, including proficiency with Microsoft Excel, Word, Powerpoint and Outlook

The responsibilities of the position will include, but are not limited to, the following:

- » Making hotel reservations for meeting attendees
- » Preparation and distribution of agendas and documents for all Board meetings
- » Make government filings for Corporation, as required
- » Record, produce and distribute minutes of meetings, and draft follow up correspondence in relation to the minutes
- » Amend plan documents and file with the regulator (FSCO)
- » Draft newsletters, arrange printing and distribution of same to plan members
- » Ensure databases for all Committee members, Diocesan contacts and service providers are accurate and up-to-date

- » Maintain all corporate records, including, but not limited to, trust agreements, asset management agreements, financial statements, actuarial valuations, Canons and Regulations, Participating Employer agreements, etc.
- » Various other projects and duties, as assigned

Please apply by **2012 June 15** by submitting a letter describing your experience and the reasons for your interest to:

Manager, Human Resources
The Anglican Church of Canada
80 Hayden Street, Toronto ON M4Y 3G2
careers@national.anglican.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted