



Job Title: Program Administrator

Location: Wycliffe College, University of Toronto

Position Type: 0.8-1.0 FTE (Temporary Maternity Leave)

Job Summary:

The Program Administrator will support ongoing projects at the Department of Outreach and the Canadian Institute for Empirical Church Research, focusing on data collection, cleaning, analysis, and reporting related to Canadian church demographics, attendance, and social impact. This role involves working closely with staff and contributing to high-quality programs and research outputs. This role also provides administrative support for other departments at the college.

Key Responsibilities:

- **Data Collection and Management:**
 - Collect and organize data on Canadian churches from various sources including surveys, databases, and fieldwork.
 - Ensure data accuracy and integrity by performing regular quality checks. Data Cleaning and Enrichment.
 - Use of Qualtrics for data collection.
- **Data Analysis:**
 - Assist in the development of research methodologies and instruments.
- **Report Writing and Presentation:**
 - Prepare and edit research reports, policy briefs, and academic papers.
 - Assist in creating presentations for conferences, seminars, and stakeholder meetings.
- **Project Support:**
 - Coordinate and manage project timelines, ensuring milestones are met.
 - Assist in grant writing and funding applications.
- **Communication and Collaboration:**
 - Communicate effectively with team members, external partners, and stakeholders.
 - Attend and contribute to team meetings, providing updates on research and or project progress.
- **Administrative Duties:**
 - Maintain organized records of research activities and project documentation.
 - Assist with administrative tasks related to research projects as needed.

- **Event/Conference Organization:**
 - Assist in planning and organizing conferences, workshops, and seminars related to projects.
 - Coordinate logistics, including venue booking, speaker arrangements, and participant registration.
- **Budgeting and Finance Tracking:**
 - Assist in preparing budgets for projects, departments, and events.
 - Track expenses and manage financial records, ensuring alignment with allocated budgets.

Qualifications:

- **Education:**
 - Bachelor's degree in Sociology, Religious Studies, Anthropology, or a related field; or equivalent experience.
- **Experience:**
 - Prior experience in research, data entry, data analysis, and project management.
 - Familiarity with Christian religious landscape and church demographics is an asset.
- **Skills:**
 - Strong written and verbal communication skills.
 - Excellent organizational and time management abilities.
 - Ability to work independently and as part of a team.
- **Attributes:**
 - Detail-oriented with a strong commitment to accuracy.
 - Curious and motivated to explore new research areas.
 - Flexible and adaptable to changing project requirements.

Please submit cover letter and C.V. at the following form:

<https://www.cognitofirms.com/wycliffecollege/employmentapplication>

Application closing: Nov 15th, 2024. Rolling interviews until position is filled.