

The General Synod of The Anglican Church of Canada is seeking a;

**GENERAL SECRETARY**

**Salary: Starting at $100 000 based on experience**

**Full time position**

**Pension and benefits provided**

The General Secretary is an executive-level position, reporting to the Primate of The Anglican Church of Canada. The position provides administrative oversight and expertise to the General Synod, its committees, councils, boards and commissions. The administrative structures of the General Synod have a long history and are complex and collaborative by nature. The General Secretary provides interpretation and ensures compliance to these structures within a diverse and evolving organization.

This position provides operational leadership to the staff of the General Synod, who serve in a variety of faith, justice, communications, and administrative roles. The General Secretary allocates staffing resources to support the priorities of the General Synod and the Primate. This position has responsibilities related to reconciliation and Indigenous residential schools as well as international and ecumenical responsibilities.

This position will play a key role in planning and implementing a change management process guided by the report “*Creating Pathways for the Transformation of the General Synod”.* This report was adopted at the recent triennial meeting of the General Synod. The General Secretary will be working closely with the Primate, Officers of the General Synod, and others to align the organization with the pathways for change outlined in the report.

Candidates will demonstrate a strong understanding of the church, its structures, its stakeholders and have experience leading and managing. This position requires a candidate with graduate training in theology and / or management and who is an active communicant member of The Anglican Church of Canada or of a church in full communion with The Anglican Church of Canada (ELCIC and Moravian Church). Meetings and travel, often in remote locations, occur frequently in this role.

**Who we are:**

The General Synod of The Anglican Church of Canada is the national voice of The Anglican Church of Canada and provides support to dioceses, parishes and ministries across Canada. Join us in supporting a diverse community of faith! For more information, please visit: <https://www.anglican.ca/>

**How to apply:**

Interested applicants are invited to submit their resume with a letter outlining how their skills and experience apply to the position.

Please send an email titled **General Secretary** to: [apply@national.anglican.ca](mailto:apply@national.anglican.ca)

* Opening Date: Monday, September 08, 2025
* Closing Date: Friday, September 19, 2025 - midnight Eastern Standard Time.

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

The Anglican Church of Canada is an inclusive employer. Accommodation measures will be provided in accordance with Ontario’s Human Rights Code. If you require accommodation measures in order to participate in the recruitment process, please include them in your application.