

## **POSITION AVAILABLE – TEMPORARY FULL TIME POSITION**

### **EXECUTIVE ASSISTANT CANADIAN TEACHERS' FEDERATION**

The Canadian Teachers' Federation (CTF) is seeking an Executive Assistant to join our staff team. Reporting to the Secretary General (SG), the Executive Assistant (EA) provides an advanced level of support to a group of up to four Senior Leaders with varied political and operational responsibilities. The EA must work both independently and collaboratively to provide continuous administrative support to Senior Leaders, including preparing documents for and organizing meetings of the Executive Committee, Board of Directors, Annual General Meeting (AGM) and other groups; coordinating travel; managing timelines; and responding to inquiries from Member and partner organizations.

The ideal candidate will be an experienced and qualified EA who has the following knowledge, experience and abilities:

- 5+ years' experience working as an Administrative or Executive Assistant in an association, the education sector, or not-for-profit;
- Certificate or diploma in Office Administration or equivalent qualification;
- Excellent organization and time management skills and techniques; ability to work under pressure to meet tight timelines, schedules and deadlines, prioritizing work and handling challenging situations and tasks which come up simultaneously and/or unexpectedly;
- Strict attention to detail and accuracy in the maintenance of records, agenda, minutes, files, etc.;
- High capacity to compile, organize, and summarize data and information accurately and efficiently, applying accepted policies and procedures;
- High level of competence in dealing with sensitive issues, including sound judgment, discretion, and a high degree of confidentiality;
- Excellent written and oral communication skills in English or French (Additional consideration may be given to candidates who are bilingual – English and French);
- Independent initiative and ability to establish priorities for workload;
- Ability to interpret and explain rules, regulations, and policies accurately and efficiently;
- Solid and creative critical thinking, problem solving, and decision-making abilities;
- Exceptional interpersonal skills;
- High proficiency in Microsoft Office, Outlook, and SharePoint;
- A commitment to maintaining high quality publicly funded public education and to the contribution of unions to society.

Responsibilities will include, but may not be limited to:

- Preparing a range of correspondence according to CTF's By-laws and Regulations guidelines with regards to Executive Committee and Board meetings, and the AGM;

- Handling routine and non-routine logistics (pertaining to CTF meetings, travel of the President, SG, and DSG, and the management of documents);
- Preparing draft memos, letters, reports and other correspondence with direction from supervisor or other team members;
- Disseminating information to the CTF Board of Directors, other CTF bodies, Education International representatives, and various political figures (MPs, Senators, etc.);
- Responding to general requests for information or forwarding to appropriate person;
- Ensuring deadlines are met for the preparation, translation, and posting of all documentation for Executive meetings, Board of Directors meetings, and the AGM;
- Updating and distribution of CTF Constitution, By-Laws, Policy, and Regulations;
- Managing potentially complex calendars, including coordination of appointments for supervisor as well as extensive rescheduling;
- Coordinating complex travel arrangements, typically involving multiple changes and destinations based on understanding of supervisor's availability and obligations; providing support with travel documentation and procedures (itineraries, reservations, visa/passport procedures);
- Providing support for Human Resource work of the DSG and SG;
- Providing telephone support (i.e. answer calls promptly and courteously);
- Maintaining contact and email distribution lists;
- Reviewing and sorting paper-based and electronic mail, identify or take action required where appropriate;
- Respecting the confidentiality of information;
- Supporting and collaborating with the other EA in Governance;
- Contributing to the effective functioning of the Governance team.

CTF offices are located in Ottawa. Therefore, the successful candidate must work in Ottawa. The position is a temporary, fulltime position starting as soon as possible, until the return of the incumbent (maternity leave). CTF welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Interested candidates are invited to submit a cover letter and résumé, along with the names and contact details of three references, to CTF Deputy Secretary General Sylvain Cléroux electronically via Sandra Lane, Executive Assistant at [slane@ctf-fce.ca](mailto:slane@ctf-fce.ca).

All applications must be received no later than noon on April 20, 2018 (Eastern time). We thank all of those who apply for this position. Selected candidates will be contacted for an interview.

Founded in 1920, the CTF is a national alliance of provincial and territorial Member organizations that represent over 232,000 teachers across Canada. CTF is also a member of the 32-million member Education International.