

POSITION AVAILABLE

ADMINISTRATIVE ASSISTANT CANADIAN TEACHERS' FEDERATION

The Canadian Teachers' Federation (CTF-FCE) is seeking an Administrative Assistant to join our staff team. Reporting to the Director, Research and Professional Learning, the Administrative Assistant provides a high level of support to the CTF-FCE Research and Professional Learning team. The assistant must work both independently and collaboratively to provide continuous administrative support, including preparing documents for and organizing team meetings, formatting reports to be published, and assisting the CTF-FCE Research and Professional Learning team in projects and events.

The ideal candidate will be an experienced and qualified administrative assistant who meets the following requirements:

- A minimum of 3 years of experience working as an Administrative Assistant in an association; a research department; the education, public or government sectors; or a not-for-profit environment;
- Certificate or diploma in Office Administration or equivalent qualification;
- Excellent organization and time management skills and techniques; ability to work both collaboratively and independently, meet tight timelines, prioritizing work and handling challenging situations and tasks which come up simultaneously or unexpectedly;
- High capacity and attention to detail required to obtain (using basic research skills), organize, and summarize data and information accurately and efficiently, applying accepted policies and procedures;
- Excellent written and oral communication skills in English or French (additional consideration may be given to candidates who are bilingual – English and French);
- Ability to establish priorities for workload;
- Solid and creative critical thinking, problem solving, and decision-making abilities;
- Exceptional interpersonal skills;
- High proficiency in Microsoft Office (particularly Excel and PowerPoint), 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:

- Providing administrative and basic research support to the Research and Professional Learning team, and other administrative staff as necessary;
- Preparing a range of correspondences including but not limited to memos, meeting agendas, minutes of meeting, research reports, and summaries of research and information;

- Maintaining a variety of operational and research databases, inputting and updating information and running reports as required to ensure all information is accurate and up-to-date;
- Responding to basic research requests, obtaining articles and information on education topics as requested;
- Proofreading of reports and data verification;
- Ensuring a timely response to routine enquiries regarding administrative procedures related to services provided by the research team;
- Collaborating with other departments to ensure deadlines are met for the preparation, translation, and posting of any documentation required from the Research and Professional Learning Program (for publications, press releases, Board meetings);
- Booking meeting rooms as requested and coordinating catering requirements;
- Supporting and collaborating with other administrative assistants;
- Undertaking other duties and special projects of a nature consistent with the above responsibilities and where necessary to assist with other areas of work as required.

CTF-FCE offices are located in Ottawa. Therefore, the successful candidate must work in Ottawa. Duties begin March 18, 2019. Following a four-month probationary period, the position is a permanent one with a competitive salary, starting at \$54,164 and a full range of benefits and pension. The CTF-FCE 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-FCE Deputy Secretary General Sylvain Cléroux, electronically at scleroux@ctf-fce.ca.

All applications must be received no later than noon on February 11, 2019 (Eastern Time). We thank all of those who apply for this position. Selected candidates will be contacted for an interview. Please note that interviews will take place on February 15, 2019 at the CTF-FCE offices (2490 Don Reid Dr.).

Founded in 1920, the CTF-FCE is a national alliance of provincial and territorial Member organizations that represent over 273,000 teachers across Canada. The CTF-FCE is also a member of Education International which represents over 32 million teachers and education workers.