

POSITION AVAILABLE

ADMINISTRATIVE ASSISTANT CANADIAN TEACHERS' FEDERATION

The Canadian Teachers' Federation (CTF/FCE) is seeking a Francophone Administrative Assistant to join our staff team. Reporting to the Director of the Francophonie Program, the Administrative Assistant provides a high level of support to this CTF/FCE program. The assistant must work both independently and collaboratively to provide continuous administrative support, which includes preparing documents for and organizing team meetings, formatting reports to be published, following budgets and assisting the Program Director in projects and events.

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

- A minimum of five years of experience working as an Administrative Assistant in a Francophone setting such as an association, the education sector, the public sector 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 meet tight timelines, prioritizing work and handling challenging situations and tasks which come up simultaneously or unexpectedly;
- High capacity to compile, organize, and summarize data and information accurately and efficiently, applying accepted policies and procedures;
- Ability to follow budgets and to code invoices;
- Exemplary command of French, both spoken and written; additional consideration may be given to candidates who can also communicate in English;
- Ability to establish priorities for workload;
- Solid and creative critical thinking, problem solving, and decision-making abilities;
- Exceptional interpersonal skills;
- Sense of initiative;
- High proficiency in Microsoft Office (Excel, 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:

- Preparing and formatting a range of documents including memos, meeting agendas, minutes of meeting, reports, and contracts;
- Responding to general requests for information or forwarding to appropriate person;
- Collaborating with other departments to ensure deadlines are met for the preparation, translation, and posting of any documentation required from the Francophonie Program (for publications, press releases, and Board meetings);

- Providing administrative support to the Program Director and other administrative staff as necessary;
- Responding to basic requests, obtaining articles and information on education topics as requested;
- Collaborating on the organization of meetings or events (booking meeting rooms, hotel rooms, flights and catering services, receiving registrations, answering questions from participants, etc.);
- Maintaining various databases and preparing reports, as required;
- Following budgets;
- Ensuring a timely response to routine enquiries regarding administrative procedures;
- 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.

The CTF/FCE offices are located in Ottawa. Therefore, the successful candidate must work in Ottawa. Duties begin on Monday, October 7, 2019. Following a four-month probationary period, the position is a permanent one with a competitive salary, starting at \$54,977, 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 September 4, 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 Tuesday, September 10, 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.