

JOB OPPORTUNITY

DEPUTY SECRETARY GENERAL

The Canadian Teachers' Federation (CTF/FCE) is a dynamic national organization that promotes and supports quality inclusive publicly funded public education in all its forms. As an alliance of provincial and territorial Member Organizations, the CTF/FCE upholds the teaching profession and advocates for adequate resourcing, labour rights and social justice across Canada and around the world. Recently celebrating its centenary, the CTF/FCE has a proud history and solid record of effective advocacy and leadership in education.

The CTF/FCE is seeking an educational and organizational leader to join its team in the pivotal role of Deputy Secretary General. The Federation is committed to upholding a highly collaborative, inclusive, productive and respectful workplace culture. Reporting to and collaborating with the CTF/FCE Secretary General, the Deputy Secretary General is a key member of the CTF/FCE leadership team and central to the important work of the CTF/FCE offices in Ottawa and the organization overall. The appointment will commence on June 1, 2021, or a mutually agreeable date.

The ideal candidate will be an experienced teacher and educational leader, eager to join the CTF/FCE staff leadership team, who has demonstrated:

- a commitment to high-quality publicly funded public education;
- familiarity with teacher organizations across Canada and abroad;
- collaborative leadership skills and effective, respectful, and inspiring supervision of staff;
- strong program management skills;
- experience in human resources; strategic planning; program development and implementation;
- experience working effectively with organizational governance bodies and elected officials as well as members/member organizations, government representatives, and external partner organizations;
- effective interpersonal communication skills, and proficiency in both official languages;
- commitment to social justice and equity;
- resourceful, creative, and strategic thinking, and an ability to make sound decisions under pressure;
- highly developed organizational skills, and a track record of meeting deadlines, and working independently as well as collaboratively, as required;
- proficient writing skills with attention to detail and accuracy;
- a commitment to on-going learning and professional development.

Additional consideration may be given to candidates who possess a relevant graduate degree in education, leadership, and/or public administration.

Under the direction of the Secretary General, responsibilities will include, but not be limited to:

- regular collaboration with the Secretary General regarding the overall direction, coordination, staffing, monitoring and reporting of the CTF/FCE and its initiatives;
- the provision of responsive and informed support to the Secretary General and, as called upon, to the President, the Executive Committee, and the Board of Directors or Committees of the Board, on policy formulation, internal operations and procedures, programs and services, and any matters requiring the attention or action of those concerned, including emerging issues;
- the supervision and administration of specific designated CTF/FCE Program/Service areas; management of various CTF/FCE projects and initiatives; budgets; and other duties as assigned by the Secretary General.

The CTF/FCE is committed to building a skilled and diverse workforce that is reflective of Canadian society. As such, we promote employment equity and encourage candidates to indicate in their application if they identify as members of an equity-seeking group.

The CTF/FCE is also committed to inclusive selection processes and workplaces that are free of all obstacles. If the CTF/FCE contacts you about an interview, we invite you to please inform us immediately of the accommodation measures that should be considered in order to assess your application in all fairness. Information received with regard to accommodation measures will be treated confidentially.

Compensation

The position is on a personal service contract that comes with a competitive salary and a full range of benefits. Details regarding compensation will be shared with short-listed candidates.

Application deadline

Interested candidates are invited to submit a cover letter and CV, along with the names and contact details of three references, to CTF/FCE Secretary General Cassandra Hallett electronically to chall@ctf-fce.ca.

All applications must be received no later than 12:00 pm EST on March 18, 2021.