

ADVOCACY AND GOVERNMENT RELATIONS COORDINATOR

CANADIAN TEACHERS' FEDERATION

Do you believe in and want the chance to advocate for social good? Do you have an abiding commitment to public education, social justice, and human and trade union rights? Do you thrive on following federal, provincial, and territorial politics?

The Canadian Teachers' Federation (CTF/FCE) is seeking an Advocacy and Government Relations Coordinator. Reporting to the Director of Public Affairs, the Coordinator will lead Federation advocacy and government relations at the federal, provincial, and territorial levels, providing strategic advice and coordination to colleagues and the CTF/FCE President.

The ideal candidate will be a bilingual professional, with a commitment to quality publicly funded public education, trade unions, and social justice, who has the following knowledge, experience, and abilities:

- 5+ years' experience working in an association, the education sector, or not-for-profit;
- University degree(s) in political science, public administration, labour, education, or equivalent;
- Excellent oral communication skills, tactfulness, and political acumen;
- Superior writing and presentation skills;
- Strong work ethic, commitment to producing high quality work, and attention to detail;
- Demonstrated understanding of the CTF/FCE and its Member Organizations;
- Ability to work across party lines in our non-partisan federation;
- Strategic thinking, able to make sound decisions under pressure;
- Initiative, good judgment, and resourcefulness;
- Strong organizational skills and ability to prioritize and work with little supervision;
- Sound analytical and research skills;
- Exceptional interpersonal and collaborative skills;
- Excellent computer skills in Microsoft, SharePoint, and Outlook.

Experience as a teacher or with teachers' organizations is an additional asset.

Responsibilities will include, but may not be limited to:

- Coordinating and implementing the Federation's advocacy and government relations plans and activities, including annual plans with budgets, for each of the Federation's advocacy pillars;
- Building and maintaining effective relationships with government officials and political staffer as well as representatives from non-governmental organizations and other stakeholders active in the areas of CTF/FCE advocacy across Canada with the possibility of international engagement on key files;
- Coordinating and convening meetings for the CTF/FCE President and Secretary General (as well as members of the Executive Committee and Board) with Members of Parliament, Senators, and leaders of key national and international organizations;
- Supporting Member Organization advocacy and government relations as requested;
- Monitoring legislation and bills related to the CTF/FCE advocacy priorities and mandate;



- Contributing to and coordinating the development and maintenance of effective briefing and other tools related to Federation advocacy priorities;
- Organizing and conducting meetings and workshops, including online;
- Contributing to various CTF/FCE projects and initiatives, such as conference planning and resource development;
- Collaborating with colleagues in various CTF/FCE staff departments;
- Representing the CTF/FCE at internal and external meetings and other events;
- Potential travel throughout Canada;
- Supervision of temporary staff (and/or co-op students) as required.

The CTF/FCE office is in Canada's capital, home to independent cafes, breweries, and restaurants, four seasons, and nature at every turn. For this role, the successful candidate must work in Ottawa, and they are likely to love it too.

Following a three-month probationary period, the position will be a permanent one that comes with an annual salary starting at \$107,233 including a full range of benefits and pension.

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

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

The CTF/FCE is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or interview, you should advise the CTF/FCE in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

All applications must be received no later than **noon on Thursday September 9, 2021** (Eastern time). Selected candidates will be contacted for an interview. Please note that interviews will take place on **Thursday September 23, 2021**. The ideal start is mid-October 2021 and is negotiable.

Founded in 1920, the CTF/FCE is a national alliance of provincial and territorial Member Organizations that represent over 300,000 teachers across Canada. The CTF/FCE is also a member of Education International which represents over 32 million teachers and education workers.

