

**Communications Associate
Canadian Teachers' Federation**

Are you looking for the chance to write and plan for social good? Do you value public education, social justice, and human and trade union rights? If the answer is yes, then you may have found your new professional home.

The Canadian Teachers' Federation (CTF/FCE), the national voice for teachers and publicly funded public education, is seeking a Communications Associate to strengthen our Ottawa-based staff team.

Reporting to the Director of Public Affairs, the Communications Associate provides communications support and service to all CTF/FCE program and service areas. We're seeking a dynamic and flexible candidate; someone who loves to write everything from speeches and Op-Eds to snappy social media posts; a new colleague who is equally content working independently and in a collaborative team environment to strengthen the visibility and image of the Federation through all its communications tools and channels (events, traditional media, reports, websites, social media, campaigns, and more we have yet to discover).

The ideal candidate is 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:

- Experience working in communications in an association, the education sector, a labour organization, or a not-for-profit environment;
- A minimum of a bachelor's degree in Communications, Journalism, or a related discipline;
- Excellent oral and written communication skills in both English and French;
- Superior writing and presentation skills;
- Solid work ethic, commitment to producing high quality work and attention to detail;
- Strategic thinking, able to make sound decisions under pressure;
- Initiative, good judgment, and resourcefulness;
- Superior organization and time management skills and techniques; ability to meet tight timelines, prioritize work and tasks which come up simultaneously or unexpectedly;
- Ability to work collaboratively as a team member as well as autonomously, and deliver materials and services with a sense of urgency.
- Exceptional interpersonal and collaborative skills;
- Excellent computer skills in Prezi and in Microsoft, including SharePoint, PowerPoint, and Outlook.

Responsibilities include:

- Supporting the creation and implementation of multifaceted communications strategies to promote the CTF/FCE as the go-to voice for publicly funded public education;
- Co-creating content with the Director for Op-Eds, speeches by the CTF/FCE President, blog posts, news releases, letters, social media, interviews, event appearances, and much more;
- Co-develop, implement, and analyze the Federation's social media communication strategy, including the creation of engaging messages;
- Organizing and conducting interviews, meetings, 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.
- Possible travel throughout Canada;
- Other duties and special projects of a nature consistent with the above responsibilities and where necessary to assist with various areas of CTF/FCE work 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 probationary period, the position will be a permanent one that comes with an annual salary starting at \$86,760 including a full range of benefits and pension. The ideal start date is January 4, 2022, and is negotiable.

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 Claudia Guidolin electronically 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 November 4, 2021** (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 **November 25, 2021**, at the CTF/FCE office. As part of the recruitment process, we ask that candidates selected for an interview be prepared to submit writing samples to show the range of their skills.

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 (EI), the global voice for over 32.5 million teachers and education workers.