



THE CANADIAN TEACHERS' FEDERATION
INVITES APPLICATIONS FOR THE POSITION OF

ADMINISTRATIVE ASSISTANT

The Canadian Teachers' Federation (CTF/FCE) is seeking an **Administrative Assistant** to join our staff team. **Reporting to the Assistant Executive Director**, the Administrative Assistant provides a range of administrative support to the Governance, Operations and the overall CTF/FCE office.

Founded in 1920, the CTF/FCE is a national alliance of provincial and territorial Member and Associate Organizations that represent over 365,000 teachers across Canada. The CTF/FCE is also a member of the 32-million-member Education International. As a federation of teacher organizations, the CTF/FCE promotes and supports quality inclusive publicly funded public education, in all its forms. We uphold teaching as a profession and advocate for adequate resourcing, labour rights, and social justice, across Canada and around the world.

The ideal candidate will meet or exceed the following requirements:

- Two to three years of experience working as an Assistant in an association, the education sector, the public sector or a not-for-profit environment;
- Postsecondary education in a relevant field or a combination of qualification and experience;
- Excellent oral and written communication skills in both official languages (in French and English);
- 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;
- Strong ability to work both independently and collaboratively in a team;
- Proven experience in proofreading, correcting, and formatting documents to ensure they are accurate and professional looking;
- High proficiency in the Microsoft Office Suite (Teams, Word, Excel, Outlook, PowerPoint, and SharePoint);
- Ability to conduct research to help prepare documents, for example for translation;
- 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:

- Responding to general requests for information or forwarding to appropriate person;
- Planning meetings, scheduling, preparing agendas, memos and other support materials, and taking and writing minutes of meetings;
- Preparing templates and posting documents for various meetings;
- Preparing or revising minutes of various meetings;

- Maintaining and updating filing and database systems, and photocopying at times;
- Maintaining the CTF/FCE *Employee Guidebook*, liaising with colleagues in Governance to ensure it is kept up to date;
- Attending regular governance and operations team meetings, usually weekly;
- Drafting various documents (including letters, brief reports and updates, and memos) for the Assistant Executive Director, Chief Financial Officer, or Executive Director;
- Formatting documents when needed in Microsoft Office Suite, i.e., Word, PowerPoint, and Excel;
- Providing other forms of language-related support to the Linguistic Services team as necessary, including helping with special projects;
- Undertaking other administrative duties and special projects (for example support for staff meetings, training sessions) of a nature consistent with the above responsibilities and where necessary to assist with other areas of work as required.

Following a three-month probationary period, the position is a permanent one that comes with a competitive salary of \$58,633 and a full range of benefits and a pension plan. Duties begin **as soon as possible**. This full-time role is Ottawa-based, where the CTF/FCE offices are located on the traditional unceded territory of the Algonquin Anishinaabe People. The CTF/FCE acknowledges the Truth and Reconciliation Commission Calls to Action and commits to furthering the work of reconciliation. The CTF/FCE values in person collaboration in response to the needs of members; the successful candidate must primarily work at the CTF/FCE building with their colleagues.

The CTF/FCE is committed to diversity, equity, and inclusion. As such, the CTF/FCE is committed to building a skilled, diverse workforce reflective of Canadian society. We promote employment and encourage candidates to indicate voluntarily on their application if they identify as a member of an equity group. The CTF/FCE values each community member's identity and well-being. Accommodations will be provided upon request to support applicants with disabilities throughout our recruitment process. Should you require an accommodation, please advise us during our initial communication and we will work to meet your needs.

Interested candidates are invited to **submit a cover letter and résumé along with the names and contact details of three references**. Please submit your complete application to CTF/FCE Assistant Executive Director Claudia Guidolin; electronically via HR_RH@ctf-fce.ca.

All applications must be received no later than **noon on Thursday, May 25, 2023** (Eastern Time). We thank all of those who apply for this position. All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.