

**ADMINISTRATIVE ASSISTANT, LINGUISTIC SERVICES
CANADIAN TEACHERS' FEDERATION**

The Canadian Teachers' Federation (CTF/FCE) is seeking a bilingual Administrative Assistant to join our staff team. The Administrative Assistant provides a high level of support to the Linguistic Services team and the CTF/FCE overall.

The ideal candidate will be an experienced and qualified administrative assistant who has the following knowledge, experience and abilities:

- 5+ years' experience working as an Administrative Assistant in an association, linguistics services, the education sector, or a not-for-profit environment; Diploma in Office Administration or equivalent qualifications;
- Excellent written and oral communication skills in English and French;
- Great attention to detail and ability to correct errors (e.g. typos, grammar, spelling, terminology) in both English and French texts;
- Excellent organization and time management skills and an ability to prioritize work, manage competing deadlines, and handle situations where tasks arise simultaneously or unexpectedly;
- Ability to format and prepare a range of documents,
- Strong critical thinking, problem-solving, and decision-making abilities;
- Ability to work under pressure;
- Exceptional interpersonal skills;
- High proficiency in Microsoft 365 including Word, Teams Outlook, SharePoint and PowerPoint; experience in translation-support software such as Logiterm, and/or other software such as Alchemer, Canva and Prezi would be an asset;
- A belief in the value of high quality inclusive publicly funded public education and unions.

Responsibilities will include, but may not be limited to:

- Initially processing texts using a pre-translation software and through Internet research;
- Proofreading and formatting documents;
- Renegotiating deadlines with clients when necessary;
- Coordinating the processing of texts from the time of request to the delivery, following due process;
- Providing administrative support to the Head of Linguistics Services team, and other CTF/FCE staff as necessary;
- Ensuring a timely response to routine enquiries regarding administrative procedures related to services provided by the Linguistic Services team;
- Participating in a variety of meetings, with team members, CTF/FCE staff and, at times, representatives of CTF/FCE Member and Associate Organizations;
- Undertake other duties and special projects for Linguistic Services and the CTF/FCE of a nature consistent with the above responsibilities and where necessary assist with other areas of work as required.

Duties begin **January 2023**, with an annual salary starting at \$58,342 and a full range of benefits. This permanent position 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 successful candidate must work primarily at the CTF/FCE building.

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 equity and encourage candidates to indicate voluntarily on their application if they identify as a member of an equity-seeking 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, 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 **December 20, 2022** (Eastern Time). We thank all of those who apply for this position. Selected candidates will be contacted for an interview.

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 current strategic plan of the CTF/FCE has four broad goals: to continue to improve support for and engagement of Member and Associate Organizations and – by extension – more of the 365,000 teachers and educators CTF/FCE represents; to further enhance the connections and collaboration with Member, Associate, and Partner Organizations; to increase CTF/FCE voice and visibility advocating for quality accessible inclusive publicly funded public education, social justice, and the rights of teachers and education workers; to continue internal and operational improvements.