



THE CANADIAN TEACHERS' FEDERATION
INVITES APPLICATIONS FOR THE POSITION OF

EXECUTIVE ASSISTANT, GOVERNANCE

The Canadian Teachers' Federation (CTF/FCE) is seeking an Executive Assistant to join its staff on a permanent basis. As a member of the Governance Team, the Executive Assistant will work hand in hand with the Executive Director, the Assistant Executive Director, and the Chief Financial Officer.

Founded in 1920, the CTF/FCE is a national alliance of provincial and territorial organizations that represent over 365,000 teachers across Canada. It promotes and supports quality inclusive publicly funded public education, upholds teaching as a profession, and advocates for adequate resourcing, labour rights, and social justice, across Canada and around the world.

Your main responsibilities

- Preparing various documents (memos, letters, reports, and more) for meetings of the Executive, Board, AGM, Member and Associate Organizations, as well as other CTF/FCE bodies, Education International, and various political figures (MPs, Senators, etc.) in accordance with established procedures and organizational bylaws.
- Handling logistics pertaining to CTF/FCE meetings, travel of CTF/FCE representatives, document management, etc.
- Responding to general requests for information or forwarding to appropriate person.
- Ensuring deadlines are met for the preparation, translation, and posting of all documentation for Executive, Board of Directors meetings, the AGM, and other key meetings and events.
- Updating and distributing CTF/FCE Constitution, Bylaws, Procedures, Policy.
- Managing potentially complex calendars, including coordination of appointments for Senior Leaders as well as extensive rescheduling.
- Providing support to the ED, AED, and CFO for human resource work and Board committees.
- Maintaining contact and email distribution lists.
- Reviewing and sorting paper-based and electronic mail, identifying or taking action required where appropriate.
- Respecting the confidentiality of information.
- Supporting and collaborating with other support staff in Governance and Operations, and throughout the CTF/FCE to provide excellent service to Member and Associate Organizations.
- Contributing to the effective functioning of the Governance and Operations teams.
- Performing other tasks related to the broader work of the CTF/FCE.

Your profile

- 5+ years' experience working as an Administrative or Executive Assistant in an association, the education sector, or not-for-profit.
- Certificate or diploma in Office Administration or equivalent qualification.
- Understanding of the CTF/FCE, its mandate, structure, and members.
- Excellent organization and time management skills and techniques.
- Ability to work under pressure to meet tight timelines, schedules and deadlines, prioritizing work and handling challenging situations and tasks which come up simultaneously and/or unexpectedly.
- Strict attention to detail and accuracy in the maintenance of records, agenda, minutes, electronic files, etc.
- High capacity to compile, organize, and summarize data and information accurately and efficiently, applying accepted policies and procedures.
- High level of competence and discretion in dealing with sensitive issues, including sound judgment and a commitment to maintaining confidentiality.
- Excellent written and oral communication skills in English and French.
- Independent initiative and proven work ethic.
- Ability to interpret and explain Bylaws, Procedures, and Policies accurately and efficiently.
- Solid and creative critical thinking, problem solving, and decision-making abilities.
- Exceptional interpersonal and collaborative skills.
- High proficiency in Microsoft 365, including Word and PowerPoint.
- A commitment to maintaining high quality publicly funded public education and to the contribution of unions to society.

Our offer

- A full-time permanent position in a positive, team-oriented environment.
- A salary of \$69,185 and a full range of benefits, including a defined benefits pension plan, excellent leave provisions, and an employee assistance program.
- Telework every Wednesday.
- Formal and informal professional development opportunities in a dynamic, quality-driven team.
- Enthusiasm and openness to new ideas and initiatives.
- Strong social justice values.
- Newly refurbished offices, with ergonomic workstations, open or closed working and meeting areas, outside patio, free parking.

Duties would begin as soon as possible.

The CTF/FCE offices are located in Ottawa, on the traditional unceded territory of the Algonquin Anishinaabe People. The CTF/FCE acknowledges the Truth and Reconciliation Commission Calls for Action and commits to furthering the work of reconciliation. The successful candidate must work primarily at the CTF/FCE building, with some teleworking available as per the staff collective agreement.

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 **12:00 on November 3, 2023** (Eastern Time). All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.

Please note that interviews will take place on **Wednesday, November 8, 2023**.