

**PROGRAM OFFICER, INTERNATIONAL AND SOCIAL JUSTICE PROGRAM**  
**TEMPORARY POSITION - CANADIAN TEACHERS' FEDERATION**

The Canadian Teachers' Federation (CTF/FCE) is seeking a Program Officer to join its staff on a temporary basis from January 9, 2023, to December 31, 2024, with the possibility of an extension. Reporting to the Director, International and Social Justice Program (ISJ), the Program Officer should be a highly skilled candidate with a keen interest in publicly funded public education and the teaching profession.

The ideal candidate will have the following qualities, knowledge, experience, and abilities to perform the duties as assigned within the ISJ team and the CTF/FCE. These include among other things:

- Excellent command of English and French, both oral and written, at a level which allows them to work in both languages as may be required;
- Knowledge of and commitment to K-12 publicly funded public education, in Canada as well as in lower- and middle-income countries;
- Skills or experience in project development, implementation, management, and evaluation;
- Knowledge and understanding of, and experience in international development cooperation;
- Dedication to the principles of social justice and equity as demonstrated by work experience or through personal actions;
- Ability to think creatively, critically, and strategically.
- Commitment to equity and inclusion;
- Exceptional inter-cultural communication skills as well as political sensitivity;
- Ability to work both independently and as part of a team;
- Flexibility to travel to meet and work with Members and Partners, across Canada and abroad, for short periods of time, sometimes in challenging environments;
- Flexibility to occasionally work outside typical office hours/days (*with provision of leave in lieu*).

Responsibilities may include, but may not be limited to:

- Evaluating incoming project proposals, writing contracts and monitoring project implementation;
- Liaising with various partners including the CTF/FCE's Member and Associate Organizations and its international partners;
- Analyzing documents, issues, protocols, and programs to make recommendations to the Director for improvement;
- Preparing briefs on topics particularly relevant, but not limited to, the work of the International and Social Justice Program;
- Writing proposals to seek external funding;
- Representing the CTF/FCE at meetings and other events;
- Contributing to agendas for CTF/FCE meetings and events and participating in or leading these events;
- Preparing reports;

- All other related tasks.

Duties begin **January 9, 2023**, with a competitive salary and a full range of benefits. This temporary 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](mailto:HR_RH@ctf-fce.ca).

All applications must be received no later than noon on **November 24, 2022** (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 **December 7, 2022**.

*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.*