

JOB POSTING

THE CANADIAN TEACHERS' FEDERATION IS HIRING!

RESEARCHER AND POLICY ANALYST – TEMPORARY (pregnancy and parental leave)

The Canadian Teachers' Federation (CTF/FCE) is seeking a Researcher and Policy Analyst to join its staff team on a temporary basis. Reporting to the Executive Director, the Researcher and Policy Analyst should be a highly skilled professional with a keen interest in publicly funded public education and the teaching profession, who values the contributions of unions to the society.

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 the World.

Your main responsibilities

- Contributing to ongoing and new research initiatives of the CTF/FCE, in close collaboration with another Researcher and Policy Analyst as well as in collaboration with other colleagues and independently
- Conducting educational research: taking research from concept to publication by managing study quality, resources, project plans and writing
- Conducting quantitative and qualitative research, analyzing data, writing reports, and presenting findings
- Responding to requests for information from CTF/FCE Member and Associate Organizations and various departments of the CTF/FCE on a range of educational matters
- Working with the CTF/FCE National Teacher Research Network
- Contributing to updating the CTF/FCE's private Members' site
- Producing various documents (e.g. reports; briefing notes; conference, discussion, and position papers; speaking notes; meeting agendas; articles; memoranda; action plans; budgets) in English or French for various groups, including the CTF/FCE President, the Board of Directors and other official governing bodies, CTF/FCE Member and Associate Organizations, etc.

- Organizing and conducting workshops related to CTF/FCE research
- Contributing to various CTF/FCE projects and initiatives, such as conference planning and resource development
- Performing other tasks related to the broader work of the CTF/FCE

Your profile

- Minimum of 5 years' experience conducting educational or public policy research in Canada
- A graduate degree in a related field of study
- Excellent communication skills in English and French, both oral and written, at a level which allows them to work in both languages as may be required
- Sound knowledge of publicly funded public education, teaching profession and/or labour movement, particularly in Canada, including: priorities for teachers and other education professionals, challenges to the profession, collective bargaining, and professional learning
- Proven track record of developing high-impact qualitative research and initiatives (including publications) in education, public policy, or labour
- Familiarity with the CTF/FCE and its Member and Associate Organizations
- Highly proficient in Microsoft Teams, Word, PowerPoint, SharePoint and other digital tools, including presentation tools
- Creative, and strategic thinking and an ability to make sound decisions under pressure
- Strong initiative, good judgment, tactfulness and political acumen
- Strong organizational skills and ability to prioritize and work with little supervision
- Excellent interpersonal skills and desire and ability to work in a team
- Qualification and experience as a teacher will be considered assets

Our offer

- A full-time temporary position in a positive, team-oriented environment
- A competitive salary (\$115,495) and a full range of benefits
- Six-weeks' vacation plus two weeks during the December/January office closure
- Telework opportunity on Wednesdays
- 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, staff room with kitchen, outside patio, free parking

Duties begin in **May 2024**.

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 to Action and commits to furthering the work of reconciliation.

The CTF/FCE is committed to diversity, equity, and inclusion. As such, the CTF/FCE cares to build a skilled, diverse workforce reflective of the Canadian society. The Federation promotes employment equity and encourages candidates to indicate voluntarily on their application if they identify as a member of an equity-seeking group. It 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 as well as a résumé in either language**, 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 March 26, 2024 (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, April 3, 2024**.