



JOB OFFER

THE CANADIAN TEACHERS' FEDERATION IS HIRING!

EXECUTIVE ASSISTANT, GOVERNANCE

Organization:	Canadian Teachers' Federation (CTF/FCE)
Team:	Governance
Location:	2490 Don Reid Drive, Ottawa, Ontario
Position:	Full-time position, on a personal contract
Salary and other benefits:	Competitive salary of \$90,000 and full range of benefits, including group insurance, a defined benefits pension plan, and an employee assistance program
Annual vacation leave:	Four weeks the first year (more thereafter) plus two set weeks in December/January (office closure)
Working arrangements:	Telework on Wednesdays; in the office on other days
Working environment:	Warm, dynamic, and collaborative, with strong social justice values (internally and externally) and an openness to new ideas
Physical environment:	Newly refurbished workplace, with individual offices, ergonomic furniture, collaborative spaces, staff room with kitchen, patio, free parking, gender inclusive bathrooms, and shower stalls coming soon
Start date:	As early as possible
Application file:	Resume and a cover letter , along with the names and contact details of three references, to be sent to CTF/FCE Associate Executive Director Claudia Guidolin (HR_RH@ctf-fce.ca)

About the [Canadian Teachers' Federation](#)

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

- Providing support to the President, Executive Director, Associate Executive Director, and Chief Financial Officer for human resource work and Board committees.
- Preparing various documents (minutes, 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.
- Drafting emails, quarterly update report to Board, President's report, speaking notes, committee reports (awards/governance/nominating/resolution, and any other requested documents)
- Working with New Directors to the Board – responsible for the orientation of the New Directors
- Organizing and leading internal management meetings (optional)
- Serving as the contact/key person for the Board of Directors – providing answers to their questions or concerns, or delegating if unable to advise.
- Assisting in the preparation of presentations and other materials for meetings and events.
- Responding to requests from Member, Associate, and Partner Organizations as well as members of the Executive and Board of Directors.
- Providing administrative support for confidential matters such as closed sessions, hiring, and personnel matters.
- Conducting research and compile data as needed for various documents and initiatives.
- Anticipating the needs of the President or the Senior Leaders and proactively addressing issues before they arise.
- Liaising with internal departments and external stakeholders on behalf of the President, Executive Director and Associate Executive Director.
- 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 the CTF/FCE Constitution, Bylaws, Procedures, and Policy.
- Managing potentially complex calendars, including coordination of appointments for Senior Leaders and extensive rescheduling.
- 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 and data.
- Managing and maintaining Governance files, records, and confidential information.

- Supporting and collaborating with other staff in Governance and throughout the CTF/FCE to provide excellent service to Member and Associate Organizations.
- Performing other tasks related to the broader work of the CTF/FCE.
- Contributing to the effective functioning of the Governance and Operations teams.

Your contribution

- Eight to ten years' experience working as an Executive Assistant in an association, the education sector, or not-for-profit.
- Diploma in Office Administration or equivalent qualification (college or university degree).
- 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.

CTF/FCE social justice commitments

The CTF/FCE office is 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, it cares to build a skilled, diverse workforce reflective of Canadian society. The CTF/FCE promotes employment equity and encourages candidates to indicate voluntarily on their application if they identify as a member of an equity group. It values each community member's identity and well-being. Accommodations will be provided upon request to support applicants throughout our recruitment process (please contact Claudia Guidolin, HR_RH@ctf-fce.ca).

Final details

All applications are appreciated; however, only those candidates selected for an interview will be contacted.

We will hold several rounds of interviews throughout the application process.