



JOB POSTING

THE CANADIAN TEACHERS' FEDERATION IS HIRING!

PROGRAM OFFICER (two positions)

Organization:	Canadian Teachers' Federation (CTF/FCE)
Team:	International and Social Justice (ISJ)
Location:	2490 Don Reid Drive, Ottawa, Ontario
Position:	Full-time permanent position
Salary and other benefits:	Competitive salary of \$115,495 and full range of benefits, including group insurance, a defined benefits pension plan, and an employee assistance program
Annual vacation leave:	Six weeks plus two weeks in December/January (office closure)
Working arrangements:	Telework on Wednesdays; in the office on other days
Working environment:	
in general	Warm, dynamic, and collaborative, with strong social justice values (internally and externally) and an openness to new ideas
ISJ team	Team that shares a passion for “education for all,” gender equality, and capacity building through development cooperation and enjoys working collegially
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
Start date:	Beginning of September 2024
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)
Application deadline:	Noon, Wednesday, July 10, 2024 (Eastern Time)

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

- Managing international development cooperation projects, including developing action plans with CTF/FCE's international partners, preparing and overseeing budgets, supervising the implementation of activities, and developing monitoring tools for projects and programs carried out in collaboration with our partners.
- Implementing CTF/FCE International Collaboration for Education (formerly Project Overseas).
- Writing various documents (e.g., reports, letters of agreement, meeting agendas, minutes, articles, memoranda, action plans, proposals, budgets) in French or English for different groups, including the Board of Directors, committees, CTF/FCE partners, government, etc.
- Reviewing and analyzing various issues and programs and making relevant recommendations to the Director; with a focus on continuous improvement.
- Organizing and facilitating meetings, workshops, or other group sessions.
- Liaising with multiple stakeholders, including CTF/FCE Member Organizations and international partners.
- Contributing to various CTF/FCE projects and initiatives, such as conference planning and resource development.
- Representing the CTF/FCE at meetings and events.

Your contribution

Ideally, the Program Officer is a qualified bilingual teacher with the following skills, experience, and attributes:

- Excellent communication skills, in both official languages; and the ability to communicate and interact with others with tactfulness and political acumen;
- Superb writing skills, in English and/or French, with a demonstrated ability to communicate complex matters;
- Experience in project management, including planning, implementing, budgeting, and reporting;
- Commitment to inclusion and all forms of diversity (linguistic, cultural, religious, ethnic and racial, sexual and gender);
- Dedication to social justice and equality, and experience with work in anti-discrimination;
- Experience in international development cooperation – particularly in low-middle income countries, ideally including projects with the CTF/FCE;
- Familiarity with the CTF/FCE, its Member and Associate Organizations, and our international partners;

- Critical, creative, and strategic thinking as well as sound decision-making skills;
- Initiative, good judgment, and resourcefulness;
- Excellent interpersonal skills with a desire and ability to work collaboratively with colleagues and partners;
- Strong organizational skills and ability to prioritize and work independently;
- Flexibility to work extended hours (including weekends) and to travel for work;
- Strong commitment to personal development and life-long learning.

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. The CTF/FCE 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.

Please note that interviews will take place on **Wednesday, July 17, 2024**.