



## THE CANADIAN TEACHERS' FEDERATION IS HIRING!

**ADMINISTRATIVE ASSISTANT, GOVERNANCE** (contract position until the end of August 2025)

Program:	Governance
Location:	222 Queen Street, Ottawa, Ontario (temporary office location)
Employment type:	Full-time <b>contract position</b> reporting directly to the Associate Executive Director.
Salary and other benefits:	Competitive salary of \$63,134 based on a 37.5-hour work week and a full range of benefits, including group insurance, and an employee assistance program.
Working arrangements:	Telework on Wednesdays, additional days for special circumstances; in office other days.
Working environment:	Warm, dynamic, and collaborative, with strong social justice values (internally and externally) and an openness to new ideas.
Start date:	Duties will start <b>as soon as possible</b> .

## Key Responsibilities

- Responding to general requests for information or forwarding to the appropriate person.
- Planning meetings, scheduling, and preparing agendas, memos, and other support materials.
- Preparing templates and posting documents for various meetings.
- Taking notes and preparing and revising minutes of various meetings.
- Maintaining and updating filing and database systems.
- Maintaining the CTF/FCE *Employee Guidebook*, liaising with colleagues in Governance to ensure it is kept up to date.
- Attending regular governance and operations team meetings, usually weekly.
- Sending various documents (including brief reports, updates, and memos) to the Executive Director, Associate Executive Director, and/or Chief Financial Officer.
- Formatting documents when needed in Microsoft Office Suite, i.e., Word, PowerPoint, and Excel.
- Providing other forms of language-related support to the Linguistic Services team as necessary, including helping with special projects.
- Undertaking other administrative duties and special projects (for example, support for staff meetings and training sessions) of a nature consistent with the above responsibilities and, where necessary, assist with other areas of work as required.

## Your contribution to the role

- Two to three years of experience working as an Assistant in an association, the education sector, the public sector, or a not-for-profit environment.
- Postsecondary education in a relevant field or a combination of qualification and experience.
- Excellent oral and written communication skills in both official languages.
- Excellent organization and time management skills and techniques.
- Ability to meet tight timelines, prioritize work, and handle challenging situations and tasks which come up simultaneously or unexpectedly.
- Strong ability to work both independently and collaboratively in a team.
- Proven experience in proofreading, correcting, and formatting documents to ensure they are accurate and professional looking.
- High proficiency in the Microsoft Office Suite (Teams, Word, Excel, Outlook, PowerPoint, and SharePoint).
- Ability to gather information to help prepare documents, for example for translation.
- Commitment to maintaining high quality public education and to the contribution of unions to society.

## **CTF/FCE social justice commitments**

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 that reflects 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.

## **Accommodation**

In accordance with the *Accessibility for Ontarians with Disabilities Act*, the CTF/FCE strives to ensure that all recruiting processes are non-discriminatory and barrier-free. Inclusion is important to us. Please let us know if you require accommodation at any point during the recruitment process by contacting the Associate Executive Director Claudia Guidolin at [HR\\_RH@ctf-fce.ca](mailto:HR_RH@ctf-fce.ca).

## **Application requirements**

1. A letter of application stating suitability for the position (including paragraphs in both official languages), along with three references' names and contact details.
2. A curriculum vitae, including professional experience (as stated above).
3. Applicants must submit their complete application to Associate Executive Director Claudia Guidolin by email at [HR\\_RH@ctf-fce.ca](mailto:HR_RH@ctf-fce.ca) marked "Confidential: Administrative Assistant, Governance."

## **Applications are open.**

We will hold several rounds of interviews throughout the application process. Interviews will start end of February 2025.

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