



## THE CANADIAN TEACHERS' FEDERATION IS HIRING!

### ADMINISTRATIVE ASSISTANT, GOVERNANCE

Organization	<a href="#">Canadian Teachers' Federation (CTF/FCE)</a>
Program area:	Governance
Location:	300 Sparks Street, Ottawa, Ontario
Employment type:	Full-time permanent position reporting directly to the Associate Executive Director.
Salary and other benefits:	Competitive salary of \$64,397 based on a 37.5-hour work week and a full range of benefits, including group insurance, a defined benefits pension plan, and an employee assistance program.
Annual Vacation leave:	Starting at three weeks plus two weeks in December/January (office closure).
Working arrangements:	Telework on Wednesdays with additional days as per the collective agreement; 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.
Start date:	September 1, 2025

### **Your main responsibilities (not listed in order of priority)**

- Contributing to and supporting the Governance Team (including the President, Executive Director, Associate Executive Director, and two Executive Assistants).
- Supporting the Staff Senior Leadership Team (the Executive Director, Associate Executive Director, and Chief Financial Officer) as needed, particularly related to meetings of governance bodies and committees as well as CTF/FCE events.
- 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 various CTF/FCE documents, files, and guides, such as the Governance team critical path, the database, the *Employee Guidebook*, and the *CTF/FCE Handbook*, liaising with colleagues in Governance to ensure they are kept up to date.
- Attending team meetings, which occur regularly.
- Sending various documents (including brief reports, updates, and memos) to or on behalf of 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.
- 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, assisting with other areas of work.

### **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 qualifications 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.
- 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 we commit to furthering the work of reconciliation.

The CTF/FCE is committed to diversity, equity, and inclusion. As such, we endeavour to build a skilled, diverse workforce that reflects Canadian society. We promote employment equity and encourage candidates to indicate voluntarily on their application if they identify as a member of an equity group. We value 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 in **ONE** complete PDF file addressed to:

Associate Executive Director Claudia Guidolin

Email: [HR\\_RH@ctf-fce.ca](mailto:HR_RH@ctf-fce.ca)

**Marked "Confidential: Administrative Assistant, Governance".**

## Applications are open.

We will conduct multiple rounds of interviews during the application process, beginning in mid-August.

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