



THE CANADIAN TEACHERS' FEDERATION
INVITES APPLICATIONS FOR THE POSITION OF

PROGRAM OFFICER, FRANCOPHONIE PROGRAM

Organization:	The Canadian Teachers' Federation (CTF/FCE)
Department:	Francophonie Program
Location:	300 Sparks Street
Position:	Full-time permanent position, reporting to the Director of the Francophonie Program.
Salary and other benefits:	Competitive salary of \$121,316 and full range of benefits, including group insurance, a defined benefit pension plan, and an employee assistance program.
Annual vacation leave:	Six weeks plus two weeks in December/January (office closure).
Regular 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:	Duties will start as soon as possible.

Your main responsibilities

- Serving the CTF/FCE Member and Associate Organizations with specific advocacy, information, programming, resources, and support primarily related to French language education, particularly but not exclusively in a minority setting.
- Developing, managing, or updating pan-Canadian programs and resources to support the Francophonie in minority settings.
- Supporting the Program Director with the preparation and maintenance of program budgets, in collaboration with the CTF/FCE Finance Department.
- Project planning, execution and management in collaboration with CTF/FCE Member and Associate Organizations and partners.
- With a focus on continuous improvement, assisting with the review and analysis of various issues and programs, and making relevant recommendations to the Program Director.
- Coordinating and leading workshops, meetings, and events.
- Liaising with various stakeholders, including CTF/FCE Member and Associate Organizations and Francophone partners.
- Supporting the Program Director with research, meeting and event planning, resource development, and other CTF/FCE projects and initiatives to develop, deliver, and promote the Francophonie Program and the Federation overall.
- Representing the CTF/FCE at internal and external meetings and events.
- Undertaking, in collaboration with the Director, administrative tasks related to projects and activities of the Francophonie Program and the Federation as assigned.
- Embedding social justice, diversity, equity, and inclusion in all aspects of your work.
- Fulfilling other tasks related to the broader work and mandate of the CTF/FCE as may be assigned in collaboration with the Director, including tasks that may originate from resolutions carried by the Annual General Meeting, Executive or Board motions, or from other departments as organizational needs evolve.

Your contribution

- Minimum of five years teaching experience in a French-language school board in a minority setting in Canada, including at least three as an educational consultant or in another leadership role beyond the classroom.
- Excellent knowledge of Canada's French language education systems, including as a first language in minority settings and as a second or alternate language.
- Sound knowledge of Canada's Francophone minority settings.
- Proven track record of advocating for the Francophonie in minority settings in Canada.
- International development cooperation experience, particularly in Francophone contexts, would be an asset.
- Experience in developing educational resources for the classroom and in planning and facilitating dynamic workshops.
- Experience in managing projects and related budgets.
- Excellent interpersonal and collaborative skills.
- Excellent oral and written communication skills in French, proficiency in English would be an asset.
- Demonstrated understanding of the CTF/FCE and its Member and Associate Organizations.
- Adept at research, analysis, problem solving, and strategic thinking.
- Self-directed and able to work both independently and collaboratively.
- Strong organizational and detail-oriented skills.

- Ability to work seamlessly across strategic, substantive, and administrative aspects of the role.
- Proficient in Microsoft Office, SharePoint, and Database Management.
- Supports the principle of high-quality publicly funded education as a human right and recognizes 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 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.

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 an accommodation at any point during the recruitment process, by contacting the Associate Executive Director Claudia Guidolin at HR_RH@ctf-fce.ca.

Application requirements

1. A cover letter stating suitability for the position (including paragraphs in both official languages), along with the names, titles, and contact details of three references.
2. A resume, including professional experience (relevant to the posting).
3. Interested candidates are asked to submit their complete application to Associate Executive Director Claudia Guidolin by email at HR_RH@ctf-fce.ca marked "Confidential: Program Officer, Francophonie Program".

We will hold several rounds of interviews throughout the application process. Interviews will start **mid-June**.

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