

THE CANADIAN TEACHERS' FEDERATION IS HIRING!

EXECUTIVE ASSISTANT, GOVERNANCE

Location:	300 Sparks Street, Ottawa, Ontario
Position:	Full-time permanent position, Monday to Friday, 35 hours per week, with occasional early morning, evening, and event-related work.
Salary and other benefits:	Competitive salary starting at \$75,241, an annual bilingual allowance of \$850* and a full range of benefits, including group insurance, a defined benefit pension plan, a transportation allowance, and an employee assistance program. *Based on demonstrated proficiency in reading, writing, and speaking in a professional context, in both official languages.
Annual vacation leave:	Four weeks of paid vacation upon hire, increasing in accordance with years of service, plus two set weeks in December/January (office closure).
Working arrangements:	Telework on Wednesdays; in-office work on other days, as per the collective agreement.
Working environment at the CTF/FCE in general:	Warm, dynamic, and collaborative, with strong social justice values, internally and externally, and openness to new ideas.
Physical environment:	New, modern downtown office featuring ergonomic workstations, a spacious staff lounge with kitchen facilities, on-site parking, and convenient access to a wide range of amenities.
Start date:	Fall 2026
Application Requirements:	1. A letter of application clearly demonstrating how you meet the qualifications for this position (including paragraphs in both official languages), along with names and contact information of three references. 2. A curriculum vitae outlining your professional experience. Applications must be submitted as one complete PDF file addressed to HR_RH@ctf-fce.ca and marked "Confidential: Executive Assistant, Governance."
Application deadline:	Open until position is filled.

About the [Canadian Teachers' Federation](#)

Founded in 1920, the CTF/FCE is a national alliance of provincial and territorial organizations that represent over 370,000 teachers and education workers across Canada. It promotes and supports quality and inclusive public education; upholds teaching as a profession; and advocates for adequate resourcing, labour rights, and social justice across Canada and around the world.

Your main responsibilities

- Providing comprehensive administrative support to the President, Executive Director, Senior Director, Human Resources and Governance, and Chief Financial Officer.
- Preparing documents, including minutes, memos, letters, reports, and other materials, for the Executive, Board of Directors, Annual General Meeting (AGM), Member and Associate Organizations, and other CTF/FCE bodies, as well as for Education International and various political figures, such as MPs and Senators, in accordance with established procedures and organizational bylaws.
- Coordinating logistics for Executive, Board of Directors, AGM, and other CTF/FCE meetings and events, including travel arrangements, document management, and ensuring the timely preparation, translation, posting, and distribution of meeting materials.
- Maintaining governance records and organizational documents, including the CTF/FCE Constitution, Bylaws, Procedures, Policies, contact database and distribution lists.
- Coordinating and managing complex schedules, calendars, internal and external meetings, and appointments for members of the Senior Leadership Team.
- Managing incoming correspondence and inquiries, taking appropriate action and ensuring timely follow-up as required.
- Handling sensitive and confidential information with discretion and professionalism.
- Supporting and collaborating with other staff in Governance and throughout the CTF/FCE to provide excellent service to Member and Associate Organizations and contribute to the effective functioning of the Federation.
- Performing other tasks related to the broader work of the CTF/FCE.

Your contribution

- Five or more years' experience as an Administrative Assistant or Executive Assistant in an association, education sector, or not-for-profit setting.
- Certificate or diploma in Office Administration, or an equivalent combination of education and experience.
- Experience supporting senior executives, Boards of Directors, Executive Committees, or other governance bodies.
- Excellent written and oral communication skills in English and French.
- Excellent organizational, time-management, and prioritization skills, with the ability to manage competing deadlines, balance multiple projects simultaneously, and respond effectively to changing priorities and unexpected situations.
- Demonstrated ability to identify opportunities to improve administrative systems and processes and support their implementation.



- Strong attention to detail and accuracy in compiling, organizing, preparing, proofreading, and maintaining information, records, agendas, minutes, correspondence, reports, and electronic files in accordance with accepted policies and procedures.
- Highly resourceful and solution-oriented, with the ability to work independently, exercise sound judgment, and take initiative with minimal supervision.
- Demonstrated ability to interpret and apply governance processes, Bylaws, Procedures, Policies, and administrative practices accurately and efficiently.
- Strong critical thinking, problem-solving, and decision-making abilities.
- Excellent interpersonal and collaboration skills, with the ability to work effectively in a team environment.
- Advanced proficiency in Microsoft 365 applications, including Outlook, Word, PowerPoint, Excel, and Teams.
- Demonstrated ability to work collaboratively and respectfully with individuals from diverse backgrounds, identities, and experiences, and a commitment to equity, diversity, inclusion, anti-racism, and reconciliation.
- A commitment to maintaining high-quality 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, the CTF/FCE seeks to build a skilled, diverse workforce reflective of Canadian society. The CTF/FCE promotes employment equity and encourages candidates to voluntarily indicate on their application whether they identify as a member of an equity group. The Federation values each community member's identity and well-being.

Should you require accommodation during the recruitment and selection process, please inform us as soon as possible by sending your request to: HR_RH@ctf-fce.ca.

Additional Information

Please ensure your resume has the most up-to-date information, including your current email address.

Only the selected candidates will be contacted for an interview, which may be conducted in person.

Applications will be reviewed on an ongoing basis until the position is filled.

The CTF/FCE thanks you for your interest.