



Elementary Teachers' Federation of Ontario (ETFO)

Fédération des enseignantes et des enseignants
de l'élémentaire de l'Ontario (FEEO)

136 Isabella Street, Toronto, ON M4Y 0B5

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ELEMENTARY TEACHERS' FEDERATION OF ONTARIO INVITES APPLICATIONS FOR THE POSITION OF EXECUTIVE ASSISTANT

.5 COLLECTIVE BARGAINING SERVICES AND .5 PROFESSIONAL RELATIONS SERVICES

The Executive Assistant is a Staff Officer responsible for assisting members and locals, working with committees, and developing and administering Federation programs, services, and policies.

The successful candidate will meet many of the following criteria. The candidate has:

- Extensive experience in the development and negotiation of collective agreements
- Experience in the initiation and resolution of grievances
- Extensive experience in providing professional relations support to members
- Demonstrated effectiveness in the development and delivery of professional relations and member education programs and resources, in a variety of delivery modes, such as written and digital resources
- A solid knowledge of relevant statutes and regulatory provisions
- Proven leadership skills, and excellent oral and written communication skills using a wide range of methods including written resources, the web, social media and e-newsletters
- A commitment to equity and social justice
- A practical knowledge of the operation of a provincial teachers' federation
- A commitment to maintaining high-quality publicly funded education

Role responsibilities will include, but not be limited to, providing collective bargaining leadership, developing and delivering relevant collective bargaining information, materials and education programs for members and locals, negotiating collective agreements and the administration of grievances. In addition, the role also encompasses providing information, advice, support, and intervention for members who are experiencing professional difficulties, and the development and delivery of programs and resources to educate members on how to avoid professional difficulties. Candidates shall have a clearly defined philosophy of the role of the Elementary Teachers' Federation of Ontario within the Ontario education community and be prepared to undertake such duties as may be determined by the General Secretary.

Preferred qualifications of candidates may include:

- A broad range of Federation involvement
- A university degree
- A Certificate of Qualification to teach in Ontario
- Five years of successful employment experience

Applications, including a cover letter and resume, must be received by Midnight, Monday, July 10, 2023. To apply for this position, please click on this [LINK](#) and apply for posting #202223-24

ETFO is an equal-opportunity employer. As such, it encourages groups who have been historically disadvantaged with respect to employment to apply for positions in the Federation. Individuals are encouraged to self-identify.

ETFO is committed to a selection process and work environment that is inclusive and barrier-free. We strive to meet the accommodation needs of persons with disabilities and accommodation will be provided in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 416-962-3836 or effohr@etfo.org.