



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 - COLLECTIVE BARGAINING

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;
- A solid knowledge of relevant statutes and regulatory provisions;
- Proven leadership skills and the ability to communicate effectively using a wide range of methods including written resources, the web, social media and e-newsletters;
- Demonstrated effectiveness in the development and delivery of member education programs;
- A practical knowledge of the operation of a provincial teachers' federation;
- A commitment to equity and social justice;
- 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 information, materials and education programs for members and locals, negotiating collective agreements and the administration of grievances. 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 include:

- a broad range of Federation involvement;
- a university degree;
- a Certificate of Qualification to teach in Ontario;
- five years of successful employment experience.
- The ability and willingness to travel (a valid G class license and vehicle are required).

Applications, including a cover letter and resume, must be received by midnight, October 23, 2024. To apply for this position, please click on this [LINK](#) and apply for posting #202425-06.

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 etfohr@etfo.org.