



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

Tel: 416-962-3836 Toll Free: 1-888-838-3836 etfo.ca

ELEMENTARY TEACHERS' FEDERATION OF ONTARIO INVITES APPLICATIONS FOR THE POSITION OF EXECUTIVE ASSISTANT EQUITY AND WOMEN'S SERVICES (.5) AND PROFESSIONAL RELATIONS SERVICES (.5)

(Starting August 2026 — 1-year secondment, with possibility of extension)

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 at the ETFO Provincial Office. This is a unionized position and is part of the ETFO Staff Association.

The successful candidate will meet many of the following criteria:

- Extensive experience in providing professional relations support to members
- Demonstrated experience in the development and delivery of member education programs and resources, in a variety of delivery modes, such as written and digital resources, through an anti-oppressive lens
- Proven leadership in developing and implementing equity and social justice initiatives
- Engagement with progressive community groups and social justice organizations
- Experience leading teams and collaborating with team members
- Excellent oral and written communication skills using a wide range of methods including written resources, the web, social media and e-newsletters
- A solid knowledge of public policy, relevant statutes, and regulatory provisions governing elementary education
- Active involvement in the union movement
- A practical knowledge of the operation of a provincial teachers' federation with a demonstrated understanding of ETFO's policies and procedures related to professional learning, and equity and social justice

Role responsibilities will include, but not be limited to, organizing, developing, and delivering equity and social justice programs as well as analyzing barriers to member involvement, engagement, and leadership within ETFO and working toward the removal of these barriers. The role will also involve providing information, advice, support, and intervention to members experiencing professional difficulties, along with developing and delivering programs and resources that help members prevent and navigate such challenges. 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.



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Preferred qualifications of candidates include:

- A Certificate of Qualification to teach in Ontario
- A university degree
- Excellent oral communication, writing, administrative and interpersonal skills
- Proficient in Microsoft Office
- Exceptionally detail-oriented, organized, and collaborative
- Five years of successful employment experience with specialization in education-related public policy and analysis
- A commitment to maintaining high-quality publicly funded education

The successful candidate must be a self-motivated, high-performing leader able to work cooperatively and collaboratively with others.

Applications including a cover letter and resume must be submitted by midnight, Friday, April 24, 2026, quoting posting #202526-16.

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.