



Elementary Teachers' Federation of Ontario (ETFO)
Fédération des enseignantes et des enseignants de l'élémentaire de l'Ontario (FEEO)
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etfo.ca

ELEMENTARY TEACHERS' FEDERATION OF ONTARIO

INVITES APPLICATIONS FOR THE POSITION OF FULL-TIME

ADMINISTRATIVE ASSISTANT – PROFESSIONAL LEARNING/CURRICULUM AND ADDITIONAL QUALIFICATIONS (AQ)

The successful candidate will:

Provide senior administrative support, including, but not limited to:

- Liaise with executive staff, local presidents, local members, on a daily basis ensuring professionalism at all times.
- Assist committee and other meetings, booking meetings rooms, ordering food/drinks, and follow-up.
- Create and maintain accurate databases related to the assigned area of responsibility with ability to retrieve and manipulate data quickly and efficiently.
- In conjunction with the conference liaison, coordinate travel, release time, hotel arrangements, materials, a/v requirements, registration fees, and meals for participants for meetings, workshops, courses, conferences, etc.
- Other duties as assigned by the manager or designate, including, but not limited to catering and reception relief.

Skills required for this position include, but are not limited to:

- Outstanding interpersonal, written and verbal communication, analytical, problem-solving, and decision-making skills;
- Outstanding organizational skills with the ability to multi-task, thrive in a fast-paced environment, adapt quickly to change, and develop new skills;
- Ability to communicate positively with staff members, political, and organizational representatives, while maintaining a high level of professionalism and confidentiality;
- Advanced Windows and Microsoft Office 365 skills, as well as ability to learn new software as required;
- Ability to safely lift approximately 10 lbs or more.

Interested applicants are required to submit a letter of application and a resume to etfohr@etfo.org. Applications must be received no later than 4:00 p.m., February 14, 2019, quoting posting #20181926 in your subject line.

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.