

**STAFF OFFICER SECONDMENT
GOVERNMENT RELATIONS DEPARTMENT**

The Ontario English Catholic Teachers' Association, representing 45,000 teachers in Ontario's publicly funded Catholic schools, invites applications for the position of Staff Officer (secondment) assigned to the provincial office. Placement will be in the Government Relations Department. Duties to be assigned by the General Secretary commencing on or around **October 18, 2021. The Term ends no later than June 30, 2022.**

The government relations duties involve assisting units and members in a number of areas:

- providing guidance, training and support to local units, political action committees and members in implementing the Association's political action agenda;
- recommending strategies for OECTA in order to better position itself in the education sector;
- mobilizing, training and supporting OECTA members to advocate on issues affecting publicly-funded education with a focus on building the skills of local members for a variety of election tasks including: canvassing (door-to-door; telephone and peer-to-peer texting); assisting in organizing all-candidates meetings, etc.
- building a network of engaged OECTA activists committed to help elect an education-friendly government;
- liaising with OECTA local units on OECTA's election readiness campaign;
- assisting OECTA local units participate in political action by lobbying and building community coalitions with groups who share the goal of enhancing Ontario's publicly-funded education system;
- maintaining a close working relationship with all departments of OECTA and local OECTA units;
- assist in development of public relations projects/initiatives;
- research and analysis of current education, labour and related issues;
- development of resource materials to meet the objectives of the Association;
- provide training to meet the objectives of the Association;
- other duties as assigned by the general secretary.

Minimum qualifications include an Ontario Teacher's Certificate or an Ontario College of Teachers' Certificate of Qualification and five years teaching experience.

The following areas will be considered an asset:

- related Association/union experience;
- relevant training and experience volunteering in federal, provincial or municipal elections;
- knowledge and/or experience in history/political science/political action;
- excellent communication, organizational and administrative skills in multiple formats, including electronic/virtual;
- ability to lead projects and in collaboration;
- extensive voluntary and/or elected service in teacher organization work;
- experience in problem-solving and conflict resolution with individuals and groups.

The successful applicant must be a self-motivated leader able to work cooperatively and collaboratively with others. As well, the successful candidate is expected to travel and to become involved in personal professional growth programs as initiated by the General Secretary.

The Association intends to notify applicants granted an interview by October 1, 2021. Interviews will be held in Toronto on October 6, 2021

Application closing date: **September 29, 2021, at noon**

Qualified candidates are required to submit a résumé electronically to Barb Dobrowolski, President, at careers@catholicteachers.ca

Letters of reference will not be considered.

Catholic Teacher's is an equal opportunity employer.