

## **ADMINISTRATOR – EXECUTIVE ADMINISTRATION AND HUMAN RESOURCES**

The Ontario English Catholic Teachers' Association (OECTA), representing 45,000 teachers in Ontario's publicly funded Catholic schools, invites applications for the position of Administrator – Executive Administration and Human Resources (EA/HR).

The Administrator - EA/HR provides senior administrative support to the Manager of Executive Administration and Human Resources as well as the Executive Administrator. The Administrator-HR/EA is the lead in ensuring the effective operation of the business of the executive board and will also be required to assist the other members of the C-Suite.

The Administrator – EA/HR must have considerable experience in administrative support of executive board members and C-Suite level officers, exceptionally keen attention to detail and the ability to excel in a fast-paced, high-pressure environment with strict and often short deadlines, multiple simultaneous tasks and evolving assignments with initiative and a sense of urgency.

### **Principal Duties and Responsibilities**

The Administrator – EA/HR will complete a broad range of complex administrative tasks for the Executive Administration and Human Resources Department including:

- Arrange and handle all logistics for Executive Board meetings and events: schedule meetings; draft agendas; and record meeting minutes.
- Monitors and coordinates document preparation for Executive Board meetings, ensuring that documents are ready by established deadlines. Compiles and proofreads Executive Board reports and other documents and presentations.
- Human Resources administrative tasks, including but not limited to, maintaining the integrity and confidentiality of employee personnel files.
- Assist in coordinating various staff meetings and retreats.
- Acting as a backup to the Executive Administrator position which includes supporting other C-Suite members.
- Assisting with special projects, initiatives, reporting and documentation.
- Other duties as assigned or required.

### **Minimum Qualifications**

- Completion of post-secondary education in the area of corporate/office administration, human resources or other related fields
- Ideally a minimum of five years' experience supporting C-Suite and/or executive board or senior level management positions working with and maintaining confidential information.
- Impeccable grammar, editing and proof-reading skills. Ability to review, proofread and edit correspondence, minutes, manuals, reports, and other materials.
- Experience in the accurate taking and production of minutes and notes in electronic format during various meetings for official record and publication.
- Accurate keyboarding skills (50-60 words per minute).
- Excellent written and verbal communication and interpersonal skills, demonstrating diplomacy and tact.
- Proven organizational skills to supervise and manage multiple assignments and meet short deadlines with the ability to multi-task, deal with ambiguity and reprioritize tasks in response to unexpected changes in priorities/requests.
- Ability to independently achieve high performance goals with demonstrated proactive approaches to problem-solving with strong judgment and decision-making capability, seeking opportunities to improve efficacy.

- Practical experience using advanced level Adobe and Microsoft office applications including but not limited to: Word, Excel, Outlook, PowerPoint, etc.
- Familiarity with video conferencing platforms such as: MS Teams, WebEx, Zoom, etc.
- Flexibility to work outside business hours and travel as required.

The following areas would be an asset:

- Knowledge of parliamentary procedures as they pertain to meetings.
- Good working knowledge of Robert's Rules of Order.
- Experience with not-for-profit organizations

### **Benefits**

OECTA is committed to providing our employees with an empowered, supportive, inclusive, and diverse working environment. All permanent employees have access to:

- Competitive Salary
- Pension Plan
- Comprehensive Health and Dental Benefits
- Religious Holy Days
- Paid Vacation and Sick Days
- Wellness Resources

**Salary Range:** \$80,000 to \$90,000.

**Start Date:** on or around November 1, 2021

### COVID-19 Considerations

This is not a work from home position. Masks must be worn onsite, sanitizer is provided, and social distancing measures are in place.

### **APPLICATION PROCESS**

**Application Closing Date is September 30, 2021 at 4:00 p.m.**

The Ontario English Catholic Teachers' Association is committed to employment equity and is actively seeking to ensure a representative workforce. Applicants with lived experience as an Indigenous person or a member of an equity-seeking group are encouraged to self-identify in their covering letter.

In accordance with the *Accessibility for Ontarians with Disabilities Act* and all other applicable legislation, The Ontario English Catholic Teachers' Association is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please let us know if you require an accommodation to ensure your equal participation in the recruitment and selection process.

Qualified candidates are required to submit a résumé electronically to:  
Mary Lachapelle, Deputy General Secretary, at [careers@catholicteachers.ca](mailto:careers@catholicteachers.ca)

*We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.*