

### **ADMINISTRATIVE ASSISTANT III PROFESSIONAL DEVELOPMENT DEPARTMENT**

The Ontario English Catholic Teachers' Association (OECTA) is the union that represents 45,000 elementary and secondary school teachers in Ontario's publicly funded English Catholic school system.

OECTA is inviting applications for the positions of Administrative Assistant III in the Professional Development Department.

The position calls for an individual who is a self-starter who can work independently as well as in a team environment. They shall have the ability to exercise good judgement while working with internal and external parties in the Professional Development (PD) department. Key duties include but are not limited to:

- Composes and prepares correspondence and memoranda for signature, or under own name, to provide routine information to internal and external parties.
- Formats department and committee reports and minutes.
- Supports the Young Authors project including corresponding with the judges and distribution of materials.
- Editing various forms of writing (short stories, reports, etc.)
- Assists with Best Practices Awards.
- Assists the Registrar of religious education.
- Assists with various Professional Development offerings and events including the management of online registrations through our event software (CVENT) and communicating with registrants accordingly.
- Processes payments for presenters, moderators, and committee members through the Finance department.
- Liaises with members, school boards, faculties of education; the Ontario College of Teachers and internal departments.
- Drafts release letters for presenters, moderators and committee members.
- Moderates WebExperiences, if required.
- Maintains various databases.
- Responds to email queries.
- Performs other duties as assigned by the Manager of Executive Administration and Human Resources or designate.

#### **Required Skills:**

- A minimum of three-years recent senior administrative experience;
- Experience with editing and proofreading various documents and reports;
- Excellent organizational, communication and interpersonal skills, with professional telephone manner;
- The ability to deal with difficult situations with empathy and patience is a must;
- High level of confidentiality and tact;
- Demonstrated successful experience working both as part of a team and independently;
- Ability to work accurately and efficiently under pressure and with deadlines; and
- Well developed and current computer skills in the full Microsoft Office Suite, including Word, Excel, Outlook and PowerPoint with fast and accurate keyboarding skills.

**Preferred Skills:**

- Experience working with event/course registration (on-line) and administration;
- Knowledge of OECTA, as well as the *Teaching Profession Act* regarding Additional Qualification Courses;
- Course administration;
- Fluent in French.

Start Date:           ASAP

**APPLICATION PROCESS**

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 the attention of Cindy Robidoux, Manager of Executive Administration and Human Resources, 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.*