

ADMINISTRATIVE ASSISTANT/RECORDS ADMINISTRATOR

The Ontario English Catholic Teachers' Association, representing 45,000 teachers in Ontario's publicly funded Catholic schools, invites applications for the position of Administrative Assistant/Records Administrator.

The Administrative Assistant/Records Administrator will provide senior executive administrative support to the President, First Vice-President, and Director of Strategic Communications to ensure efficient, timely and responsive processes.

Responsibilities

- The position provides a wide range of administrative and logistical support to coordinate, schedule, and organize the office of the President and First-Vice President.
- Assists with donation requests, prepares reports, formats correspondence, speeches and presentations under the guidance of the Director of Strategic Communications.
- Assists with the election of officers at the annual general meeting including aiding the elections chair and tellers.
- Maintains the Association executive resolutions database.
- Takes minutes and assists with meeting logistics.
- Coordinates and tracks reports.
- Onsite assistance at triannual council of presidents' meetings with resolutions and projections.
- Assists with various committees, task forces, and work groups.
- Assists with the annual committee selection.
- Assists annually with updating and maintaining various manuals.
- Creates and maintains documentation related to administrative processes.

The position also assumes responsibility for the management of all current and archival Association files. Sorting and coding documents for filing, storage, retrieval and disposal, while exercising independent analysis with duties including but not limited to:

- Research data from in-house and external sources using current research techniques and produces reports as required.
- Maintains establish records system including a classification and inventory system.
- Ensures that Association records management and retention policies are compliant with legal and regulatory issues. That such policies are followed, forms and procedures are effective and efficient.
- Performs periodic Association record audits to identify necessary processes and standards to maintain current and appropriate records management strategies.
- Co-ordinates storage, security, retrieval, updating and disposal of all records.
- Periodically inventories and audits active and inactive records.

Required Skills

- Working knowledge of Freedom of Information and Protection of Privacy Act (FIPPA), Ontario Not-for-Profit Corporation Act (ONCA), and Personal Information Protection and Electronic Documents Act (PIPEDA);
- Practical experience with Electronic Document Management (EDM) systems;
- Well-developed and current computer skills in the full Microsoft Office Suite, including Word, Excel, Outlook and PowerPoint;
- Proven ability to manage several tasks simultaneously in a deadline-driven, fast-paced environment;
- Excellent communication, organizational and interpersonal skills; and
- Ability to work independently, confidentially and meet deadlines.

Education/Experience

- Minimum three (3) years relevant experience in both developing and maintaining records systems; Working knowledge of alpha/numeric filing systems, series/sub-series, cross referencing, retention schedules, finding aids and archival procedures; or
- In lieu of formal education, a minimum of three years recent experience in a similar support role.

Desirable

- Completion of a professional certification in records management – CRM and/or Bachelor in Library Science or Information Studies.
- An understanding of a union environment;

This is a Senior Support Staff position under the COPE collective agreement. Starting salary begins at \$82,057 and increases with experience to a maximum of approximately \$88,568 after 18 months, as per the terms of the collective agreement. Employee's are enrolled in the Ontario Municipal Employees' Retirement System (OMERS) defined benefits pension plan, and employer paid health, dental, and life insurance, where eligible.

Qualified candidates are required to submit a résumé electronically to the attention of Cindy Robidoux, Manager of Executive Administration and Human Resources, via email to hr@catholicteachers.ca.

Application closing date: October 25, 2024

SELF-IDENTIFICATION

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-deserving group are encouraged to self-identify in their covering letter.

1. Do you self-identify as First Nations, Métis, and/or Inuit?
2. Do you self-identify as a member of a Black community or racialized community?
3. Do you self-identify as a person living with a disability?
4. Do you self-identify as a woman, man or as gender diverse?
5. Do you self-identify as 2SLGBTQIA+ (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual)?

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.

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

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