

Senior Administrative Assistant

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

The position will provide administrative support to the Executive Administration & Human Resources department as well as the Accessibility, Inclusion, Diversity & Equity department.

Key Duties

- Prepare correspondence for internal and external stakeholders.
- Format various reports, briefs, memos, letters, and presentations to organizational standards.
- Proofread and edit a wide range of documents with a high degree of accuracy, ensuring correct grammar, spelling, punctuation, clarity, and consistency.
- Provide administrative support for meetings, including preparing agendas and materials, assisting with presentation development, taking notes, drafting minutes, posting materials to the website, room set up and break down, and performing other related duties as needed.
- Assist with records management activities.
- Monitor and maintain multiple shared email accounts, ensuring timely and professional responses to internal and external parties.
- Maintain and update training and support documentation.
- Assist with travel coordination and calendar management.
- Research on various topics.
- Participate in reception coverage as part of a shared call-tree system with other administrative staff.
- Other related duties as assigned.

Education and Experience

- Diploma in Office Administration or closely related qualification with at least four years previous successful senior administrative assistant experience.
- Intermediate experience in the full Microsoft Office Suite.
- Working knowledge of Accessibility, Inclusion, Diversity, and Equity and/or an interest to learn and support the work of the Association.
- Fluency in spoken and written French would be considered an asset but is not required for the position.

The ideal candidate is dependable, maintains consistent attendance, and completes assignments on time. They proactively manage recurring tasks and work professionally with both internal and external stakeholders. This role requires sound judgment in determining what information can be shared and when confidentiality must be maintained. The candidate must be able to stay calm and organized while prioritizing multiple projects—often under tight deadlines—across several departments. Strong written communication skills are essential, including the ability to draft, proofread, and edit correspondence and presentations with exceptional attention to detail.

Salary and Benefits

This is a unionized position under the terms and conditions of a collective agreement. Starting salary begins at approximately \$86,632 and increases with experience to a maximum of approximately \$93,506 after 18 months. Support Staff are enrolled in the Ontario Municipal

Employees' Retirement System (OMERS) defined benefits pension plan, and employer paid health, dental, and life insurance benefits, where eligible. Staff have access to a generous vacation and sick leave bank as well as summer hours during July and August. The office shuts down over the Winter break to allow all staff to re-energize.

Application Process

Qualified candidates are required to submit a cover letter and résumé via LinkedIn to:

Cindy Robidoux, Manager of Executive Administration & Human Resources

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

OECTA is committed to employment equity and actively seeks 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 cover letter.

Please consider answering the following:

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, OECTA is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please let us know if you require accommodation to ensure your equal participation.