

## **Administrative Assistant**

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

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.

The position will primarily support the Young Authors Awards which recognizes the exceptional writing of students from Kindergarten through Grade 12. Each year, students from across the province submit fiction, poetry, plays, and nonfiction in both English and French. A panel of judges reviews the submissions and selects the winning entries.

### **Key Duties**

- Editing various forms of writing
- Assisting with various PD products such as WebExperiences, Learning Institutes, and the Summer Program
- Preparing correspondence and memoranda for signature to provide routine information to internal and external parties.
- Formatting reports and minutes.
- Processes payments for presenters, moderators, and committee members through the Finance department.
- Liaising with internal and external parties such as members, schools, school boards, parents/guardians and units.
- Drafting release letters for presenters, moderators, and committee members.
- Maintaining various databases and records.
- Responding to various email queries.
- Other duties as assigned by the Manager of Executive Administration and Human Resources or designate.

### **Education and Experience**

- Bilingual, French/English is a requirement.
- A minimum of three-years recent senior administrative experience.
- Experience with editing and proofreading various documents and reports.
- Well developed and current computer skills in the full Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint.
- Accurate keyboarding skills for retyping written submissions
- Excellent organizational, communication and interpersonal skills, with professional telephone manner.
- Demonstrated successful experience working both as part of a team and independently.
- Ability to work accurately and efficiently under pressure and with deadlines.

### **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.

### Term

March 2 to June 26, 2026

### Salary

This is a unionized position under the terms and conditions of a collective agreement. Starting salary begins at approximately \$77,485 and increases with experience to a maximum of approximately \$84,418 after 18 months. Temporary staff have access to a sick leave bank.

### Application Process

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

Cindy Robidoux, Manager of Executive Administration & Human Resources

The deadline to apply is noon on March 6, 2026.

*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.