

## **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 in the Bargaining and Contract Services department.

### **Key Duties**

The primary administrative responsibilities are focused in the department areas of grievance cases.

- Coordinating grievance files in IMIS;
- Acting as liaison between staff officers, members, lawyers, arbitrators and unit representatives;
- Maintaining contact with senior staff members working outside of the office;
- Developing correspondence and memoranda in draft form;
- Finalizing committee reports and minutes to the Provincial Executive, Council of Presidents and Annual General Meeting;
- Assisting with travel arrangements and calendar management;
- Back up to the Administrative Assistant III in the Counselling and Member Services department;
- Other duties as assigned.

### **Education and Experience**

- The position calls for an individual who has initiative and can work independently as well as in a team environment;
- Ability to exercise excellent judgment while providing full administrative support to more than one senior staff officer;
- 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;
- Ability to work accurately and efficiently under pressure and with deadlines;
- Fast and accurate keyboarding and data entry skills;
- Well developed and current computer skills in the full Microsoft Office Suite, including Word, Excel, Outlook and PowerPoint;
- Recent experience working with databases;
- Completion of a comprehensive Legal Assistant Program, or similar work experience working in a like environment; or
- In lieu of formal education, a minimum of three years recent administrative experience in a union environment.

### **Desired**

- Familiarity with labour relation issues and the grievance process
- Microsoft Office Specialist (MOS) Certification in Word and/or Excel

### **Term**

12 months

### **Salary**

This is a unionized position under the terms and conditions of a collective agreement. Starting salary begins at \$77,485 and increases as per the collective agreement after 9 months and 18 months.

## **Application Process**

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

Cindy Robidoux, Manager of Executive Administration & Human Resources

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.

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