

EXECUTIVE ADMINISTRATOR (Permanent, Full-time)

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 position of Executive Administrator in the Executive Administration and Human Resources Department.

The Executive Administrator position provides senior executive administrative support to the Deputy General Secretary, who is the Chief Operating Officer of the Association. The incumbent will work with department heads, support staff and external parties to ensure the business of the Deputy General Secretary (DGS/COO) is executed efficiently and with the highest standard of proficiency.

The Executive Administrator must have considerable experience in administrative support of executive board members and C-Suite level officers with exceptionally keen attention to detail and the proven ability to excel independently in a fast-paced, high-pressure environment with strict and often short deadlines. The ability to handle multiple simultaneous tasks and evolving assignments with a sense of urgency is essential to success.

The ideal candidate will be a highly professional with stellar interpersonal and leadership skills to work seamlessly with the management team, unionized professional staff, and administrative staff. They must be highly resourceful and collaborative, with the ability to achieve high performance goals with demonstrated proactive approaches to problem-solving with strong judgment and decision-making capability and must seek opportunities to improve efficacy.

Responsibilities

- Composes and prepares correspondence and memoranda for signature, or under own name, to provide information in response to enquiries, to convey instructions, or to make enquiries.
- Monitors and flags incoming and outgoing correspondence on behalf of the DGS/COO.
- Creates, compiles, proofreads, and formats reports and other documentation and presentations for internal and external meetings and conferences.
- Assists with administrative tasks related to Provincial Central Bargaining including coordination of meeting materials and logistics; taking thorough and accurate notes and minutes; research; compiling and storing data; and acting as an overall resource to the Provincial Bargaining Team.
- Assists with committees, task force, teams, and work groups including the Speakers' Bureau, Finance Committee, and Protocol Committee.
- Assists the DGS/COO with the management of the Alternate Hearing Process (matters related to member-to-member conflict).
- Assists with updating and maintaining policy and procedures manuals such as the Elected Officers Manual, Protocol Committee Manual, and the Association Rules of Order (similar to, and based upon, Roberts Rules of Order).
- Assists with the yearly completion of the Association Handbook which contains the Associations Constitution, Policies, Procedures, By-Laws and Action Directives.
- Assists with the organization and execution of workshops, meetings, townhalls and in-services. This includes co-ordination of meeting logistics and technical support requirements.
- Collection and retention of staff work schedules on behalf of the DGS/COO.
- Posts material to the Associations website and intranet.
- Acts as an onsite management resource to staff to troubleshoot issues and maintain health and safety standards.
- From time to time this position is required to coordinate work of administrative staff members under the direction of the Manager of Executive Administration and Human Resources.

Qualifications and Experience Requirements

- Post-secondary education with a bachelor's degree or, alternatively, a college diploma in the area of corporate/office administration.
- A minimum of five years' experience supporting C-Suite and/or executive board positions working with and maintaining confidential information.
- Experience with governance associations or similar organizations.
- Intermediate level abilities with Microsoft Office applications including but not limited to: Word, Excel, Outlook, Access and PowerPoint.
- Experience and working knowledge of GSuite (Gmail, Calendar, Drive, Sheets, and Docs)
- Practical experience using Adobe, and event management software such as Cvent.
- Experience with video conferencing platforms such as MS Teams, WebEx, and Zoom to moderate meetings and conferences.
- Impeccable grammar, editing and proof-reading skills (English).
- Proven, current, and well-developed experience in the accurate taking and production of minutes and notes.
- Fast and accurate notetaking and keyboarding skills.
- Flexibility to work outside regular business hours (8 am – 5 pm) and travel within Ontario as required.

Highly Desirable Skills

- Knowledge of parliamentary procedures as they pertain to meetings.
- Experience with not-for-profit organizations.
- Related association and/or union experience.
- Knowledge of education-related issues in Ontario.
- An understanding of, and commitment to, publicly funded Catholic education.

Salary

Starting salary is \$92,500

Benefits

OECTA is committed to providing our employees with an empowered, supportive, inclusive, and diverse working environment. All permanent employees have access to:

- Defined pension plan through the Ontario Municipal Employees Retirement System (OMERS)
- Comprehensive Health and Dental Benefits
- Wellness Resources

Location and Hours of Work

The OECTA Provincial Office is located at 65 St. Clair Avenue East, Toronto, Ontario. Travel within Ontario may be required. The position is required to provide in-person support to senior executive members as well as to assist with management coverage at our Provincial Office from 9 am to 5 pm, Monday to Friday. Flexibility to work outside regular business hours (8 am – 5 pm) and weekends will be required.

Language Proficiency Requirements

Impeccable English language skills are a must.

APPLICATION PROCESS

Qualified candidates are required to submit a cover letter and résumé electronically to the attention of Mary Lachapelle, Deputy General Secretary, via email to hr@catholicteachers.ca

Please note that candidates will be expected to participate in moderated skills assessments as part of the selection process.

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.