

CLERK

The Ontario English Catholic Teachers' Association, representing 45,000 teachers in Ontario's publicly funded Catholic schools, invites applications for the temporary position of Clerk (level I).

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 clerk will provide a wide range of administrative duties in support of the young authors' awards and the PD department. Key duties include but are not limited to:

- Prepare young authors submissions for review by the judges including keying in submissions not submitted electronically.
- Draft committee agendas, take notes and draft minutes
- Proofread and edit student submissions
- Compose and prepare correspondence and memoranda
- Photocopy materials, package and mail books/plaques
- Maintain various databases
- Respond to email and telephone queries
- Perform other duties as required

Required Skills

- 2-3 years' proofreading and editing experience
- A minimum of three-years recent administrative experience.
- Well developed and current computer skills in the full Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint with fast and accurate keyboarding skills.
- 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.

Term: March to June 2025

Category and Salary: Clerk Level I - \$1,012/weekly (0 months experience)

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.

- Do you self-identify as First Nations, Métis, and/or Inuit?
- Do you self-identify as a member of a Black community or racialized community?
- Do you self-identify as a person living with a disability?
- Do you self-identify as a woman, man or as gender diverse?
- 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.