



THE CANADIAN TEACHERS' FEDERATION IS HIRING!

PUBLIC AFFAIRS ASSISTANT

Program: Public Affairs

Location: 222 Queen Street, Ottawa, Ontario (temporary office location)

Employment Type: Full-time permanent position reporting directly to the Director of Public Affairs.

Core Competencies

- Planning and organizing
- Service and results orientation
- Adaptability and problem-solving
- Relationship building
- Initiative and reliability
- Teamwork and cooperation

Salary and other benefits: Competitive salary of \$60,105 based on a 37.5-hour work week, and full range of benefits, including group insurance, a defined benefits pension plan, and an employee assistance program.

Annual vacation leave: Three weeks the first year (more thereafter) plus two weeks in December/January (office closure).

Working arrangements: Telework on Wednesdays, with additional days in extenuating circumstances; in office other days.

Working environment: Warm, dynamic, and collaborative, with strong social justice values (internally and externally) and an openness to new ideas.

Start date: Duties will start as soon as possible.

Key Responsibilities

- Support the implementation of multifaceted communications strategies to position the CTF/FCE as the leading voice for publicly funded public education in Canada.
- Manage the social media content calendar: plan, create, and schedule engaging posts across all platforms.
- Oversee the newsletters publishing schedule on Mailchimp: coordinate content, ensure timely delivery, and manage the production process.
- Build and maintain long-term working relationships with Member and Associate Organizations.
- Assist in media relations, including conducting daily news and media monitoring, press release distribution, and contact list updates.
- Support content creation for campaigns and initiatives that align with CTF/FCE priorities, including web campaigns and blogs.
- Coordinate information sharing to support inquiries from Member and Associate Organizations, government officials, advocacy groups and other partners, media, and members of the community.
- Provide support for CTF/FCE meetings and events.
- Support with day-to-day administrative tasks and facilitate translation requests between the Public Affairs team and the Linguistic Services team.
- Ensure the update of the document library and other files on SharePoint.
- Contribute to special projects of a nature consistent with the above responsibilities and, where necessary to assist with other areas of CTF/FCE work as required.

Your contribution to the role

- Experience working in Communications and/or Public Affairs.
- A diploma in Communications, Journalism, or Public Relations.
- Excellent oral and written communication skills in both English and French.
- Proficiency with Microsoft 365 including Word, PowerPoint, SharePoint, Planner, Teams, Mailchimp and other presentation and organizational software, as well as the ability to quickly learn new programs/platforms and take the initiative to troubleshoot.
- Superior organization and time management skills and techniques.
- Ability to manage and prioritize multiple projects simultaneously in a fast-paced environment.
- Proficiency with major social media platforms.
- Experience in an association, a labour organization, or a not-for-profit environment, and/or in education would be an asset.
- Occasional evening and weekend work is required, as necessary.

CTF/FCE social justice commitments

The CTF/FCE acknowledges the Truth and Reconciliation Commission Calls to Action and commits to furthering the work of reconciliation.

The CTF/FCE is committed to diversity, equity, and inclusion. As such, it cares to build a skilled, diverse workforce reflective of Canadian society. The CTF/FCE promotes employment equity and encourages candidates to indicate voluntarily on their application if they identify as a member of an equity group. It values each community member's identity and well-being.

Accommodation

In accordance with the *Accessibility for Ontarians with Disabilities Act*, the CTF/FCE strives to ensure that all recruiting processes are non-discriminatory and barrier-free. Inclusion is important to us. Please let us know if you require an accommodation at any point during the recruitment process, by contacting the Associate Executive Director Claudia Guidolin at HR_RH@ctf-fce.ca.

Application Requirements

1. A letter of application stating suitability for the position (including paragraphs in both official languages), along with the names and contact details of three references.
2. A curriculum vitae, including professional experience (as stated above).
3. Applicants are required to submit their complete application to Associate Executive Director Claudia Guidolin by email at HR_RH@ctf-fce.ca marked "Confidential: Public Affairs Assistant".

Applications are open.

We will hold several rounds of interviews throughout the application process. Interviews will start mid-January 2025.

All applications are appreciated; however, only those candidates selected for an interview will be contacted.