



**ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION  
60 Mobile Drive, Toronto, Ontario. M4A 2P3**

**External  
Five (5) day Job Posting  
for the position of**

**Annual Meeting of Provincial Assembly (AMPA)/President's Symposium  
Administrative Assistant**

The Ontario Secondary School Teachers' Federation invites applications for the position of Annual Meeting of Provincial Assembly (AMPA)/President's Symposium Administrative Assistant with the Professional Services Division. This is a unionized position.

**PART I – POSITION SUMMARY**

The Annual Meeting of Provincial Assembly (AMPA)/President's Symposium Administrative Assistant is responsible for performing assigned administrative and clerical support duties for the Secretariat Members and Provincial Executive member(s) responsible for the planning of AMPA and President's Symposium. All duties are to be carried out in accordance with the policies of OSSTF/FEESO and applicable legislation. This position will have direct accountability to the Secretariat or Provincial Executive member(s) to whom the AMPA/President's Symposium Administrative Assistant is assigned, as well as the Associate General Secretary of the Professional Services Division.

**DUTIES AND RESPONSIBILITIES (not listed in order of priority)**

1. Prepares and coordinates all necessary communications and provides follow-up to ensure the timely receipt of all necessary reports.
2. Participates and attends meetings of the Coordinating Committee(s) to record minutes and to follow-up on action items arising from the minutes.
3. Collects and processes all information from Districts pertaining to District Delegates including the production of delegate lists, labels, badges etc.
4. Maintains frequent contact with hotel administrators to ensure logistical requirements are met, including food and beverage, session requirements, security, special functions, booking of suites and all accommodation arrangements.
5. Maintain frequent contact with suppliers and vendors to ensure such logistical requirements as electrical services, AV equipment, photocopiers, office equipment, florists, etc. are met.
6. Schedule, monitor, and confirm appointments and meetings and prepare travel arrangements and itineraries as required.
7. Ensure the smooth flow of information internally, with other departments, organizations, suppliers and vendors.
8. Respond to telephone calls, direct messages and provide information and/or assistance or refer to appropriate department or person.

9. Process incoming and outgoing mail, documents and faxes, manually or electronically as well as event email accounts.
10. Ensure compliance with provincial and OSSTF/FEESO occupational health and safety legislation, regulations, policies and procedures.
11. Review and reconcile expense vouchers to ensure accuracy.
12. Develop and maintain Cvent management registration site.
13. Ensure confidentiality is maintained in accordance with the Freedom of Information and Protection of Privacy Act or other related and applicable legislation.
14. Attend meetings during and after business hours as required.
15. Perform other duties which may be assigned from time to time by the Secretariat or Provincial Executive Member(s) to whom the AMPA/ President's Symposium Administrative Assistant is assigned or by the AGS.

## **PART II – POSITION REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

- Completion of a high school diploma or equivalent.
- Proficient in CVENT and Microsoft Office.
- Bilingualism (English and French) is an asset.
- Some office or administrative courses at the college level would be an asset.
- Ability to communicate in a sensitive and courteous manner with member, office staff, stakeholders, suppliers, vendors and the public.
- Excellent interpersonal and public relation skills are required involving common sense, tact, courtesy and integrity both in person and by telephone.
- Strong organizational skills.
- Requires close attention to detail and accuracy.
- Understanding of and commitment to confidentiality.
- Minimum of three (3) years' experience in event planning.

### **SALARY AND BENEFITS**

- In accordance with the COPE 343 Collective Agreement, the starting salary for an AMPA/ President's Symposium Administrative Assistant is \$58,388.
- Please refer to the collective agreement for working conditions and benefits.
- May be required to work outside of business hours on occasion, as needed.

### **APPLICATION REQUIREMENTS**

Please submit your résumé and covering letter to:

Cathy Renfrew, Associate General Secretary, Professional Services  
c/o Zoe Vander Doelen, Human Resources Manager  
Ontario Secondary School Teachers' Federation  
60 Mobile Drive, Toronto, Ontario, M4A 2P3  
Marked "Personal and Confidential"  
Email: [careers@osstf.ca](mailto:careers@osstf.ca)

Please quote "**AMPA/President's Symposium Administrative Assistant**" in the subject line.

The deadline for receiving applications is **4:00 p.m. on xx.xx, 2022.**

The Ontario Secondary School Teachers' Federation (OSSTF/FEESO) is dedicated to equity, anti-racism and anti-oppression while protecting and enhancing public education. We are committed to cultivating an inclusive workforce that reflects the diversity of our members and our communities. We actively seek and welcome applications from members of First Nations, Métis, and Inuit and equity-seeking groups. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), OSSTF/FEESO strives to ensure that all recruiting processes are non-discriminatory and barrier-free. If you require an accommodation at any point during the recruitment process, please advise the Recruitment Team where possible, in advance.

OSSTF/FEESO values the participation of members with various lived experiences. Self-identification of membership in equity-seeking or sovereignty-seeking group(s) is voluntary. If you choose to self-identify, please let us know any that apply to you:

- o Black/African Black/Caribbean Black
- o First Nations, Métis, Inuit
- o Francophone
- o 2SLGBTQI+
- o Person Living with a Disability
- o Racialized
- o Woman

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