

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

Internal/External Posting
Five (5) Day Job Posting

Contract Maintenance Assistant

The Ontario Secondary School Teachers' Federation invites applications for the position of Contract Maintenance Assistant with the Protective Services Division. This is a unionized position.

PART 1 – POSITION SUMMARY

The Contract Maintenance Assistant is responsible for performing assigned administrative duties, working with the Contract Maintenance/ Research Specialist, and providing support to the Protective Services Division, in accordance with the policies of OSSTF/FEESO and applicable legislation.

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

1. Prepare, input, edit and proofread correspondence, presentations, memorandums, reports, and related materials using Word, Excel, and PowerPoint applications.
2. Responsible for receiving, opening and closing, and maintaining grievance files.
3. Assists in assessment of files.
4. Scheduling arbitration hearings.
5. Assists with maintaining database information and periodically attends MPWG meetings.
6. Assists Contract Maintenance/Research Specialist with invoicing.
7. Prepares materials for seminars, meetings, cases, and other related events.
8. Conduct research; compile data and statistics and other information.
9. Ensure the smooth flow of information within the division, with other departments and with outside organizations.
10. Ensures compliance with provincial and OSSTF/FEESO occupational health and safety legislation, regulations, policies, and procedures.
11. Ensures confidentiality is maintained in accordance with the Freedom of Information and Protection of Privacy Act or other related applicable legislation.
12. Performs other duties as assigned.

PART II – POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Completion of a high school diploma or equivalent.
- Minimum two (2) to three (3) years recent verifiable administrative experience.
- Proficiency in Excel, Word, Power Point, UnionWare and Zoom applications is required.
- Bilingualism (English and French) would be an asset.
- Administrative courses at the college level would be an asset.
- Ability to communicate in a sensitive and courteous manner with members, office staff, stakeholders and the general 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.
- Able to adhere to strict processes and timelines with ability to prioritize competing deadlines.
- Requires close attention to detail and accuracy.
- Understanding of and commitment to confidentiality.

SALARY, BENEFITS AND WORKING CONDITIONS

- In accordance with the COPE 343 Collective Agreement, the weekly starting salary for a Contract Maintenance Assistant is \$1,063.
- 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 combined into a single PDF file addressed to:

Vaino Poysa, Associate General Secretary, Protective Services Division
c/o Zoe Vander Doelen, Human Resources Director
Ontario Secondary School Teachers' Federation
60 Mobile Drive, Toronto, Ontario, M4A 2P3
Marked "Personal and Confidential"
Email: careers@osstf.ca

Please quote **"Contract Maintenance Assistant"** in the subject line.

The deadline for receiving applications is **4:00 p.m. on Wednesday, October 22, 2025**

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 fill out the attached Applicant Voluntary Self-Identification Questionnaire.

Applicant Voluntary Self-Identification Questionnaire

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 OSSTF/FEESO members and our communities. We actively seek and welcome applications from members of First Nations, Métis, Inuit and/or equity-seeking groups.

OSSTF/FEESO values the participation of individuals with various lived experiences. As part of our commitment to our Action Plan to Support Equity, Anti-Racism and Anti-Oppression all applicants are invited to complete the Applicant Voluntary Self-Identification Questionnaire. This questionnaire is voluntary, and you may choose to skip the questionnaire or select "Prefer not to answer" to any of the questions. All information collected is confidential and will only be used to support OSSTF/FEESO's efforts to cultivate a diverse workforce. If you have any questions about the questionnaire, please contact our Human Resources Manager.

- 1) Do you self-identify as First Nations, Métis, and/or Inuit?
 - ☐ No
 - ☐ Yes
 - ☐ Prefer not to answer
- 2) Do you self-identify as a member of a racialized community?
 - ☐ No
 - ☐ Yes
 - ☐ Prefer not to answer
- 3) Do you self-identify as a person living with a disability?
 - ☐ No
 - ☐ Yes
 - ☐ Prefer not to answer
- 4) Do you self-identify as a woman or as gender diverse?
 - ☐ No
 - ☐ Yes
 - ☐ Prefer not to answer
- 5) Do you self-identify as 2SLGBTQI+ (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex)?
 - ☐ No
 - ☐ Yes
 - ☐ Prefer not to answer