

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

Job Posting
for the position of

Executive Assistant

The Ontario Secondary School Teachers' Federation (OSSTF/FEESO) is seeking the services of one individual to serve as Executive Assistant in the **Educational Services Department, Professional Services Division**. The start date will be determined.

PART I – POSITION SUMMARY

Reporting to the Director, and under the supervision of the Associate General Secretary, the Executive Assistant assists with the management of day-to-day labour matters, in accordance with OSSTF/FEESO policies, collective agreements, and applicable legislation, ensuring programs are responsive to changing service level priorities, objectives, and members' needs. Work will primarily be conducted in-person at OSSTF/FEESO Provincial Office in Toronto.

DUTIES AND RESPONSIBILITIES (not listed in order of priority)

1. Works closely with the Director and colleagues, under the direction of Senior Staff, to enact the priorities of the elected Provincial Executive, advance the interests of the membership, and to promote and protect a vibrant system of publicly funded education in Ontario.
2. Works closely with the Director, assists with the provision of advice to members on labour matters, the interpretation of applicable collective agreements, legislation, and policies.
3. Provides services and advice to members on labour matters, professional difficulties, professional development, member counselling/mediation, legislation, and policies.
4. Researches, prepares reports and assists with constitutions and bylaws, meetings, leadership coaching, member to member, and equity issues at the local level, including review of applicable education initiatives and policies.
5. Develops and maintains effective relationships with members, other unions, the general public, ministries and government officials, agencies, organizations, and institutions.
6. Chairs and/or participates in committees, advisory work groups, special projects, and workshops.
7. Conducts research, prepares reports and makes presentations as required.
8. Ensures established departmental goals are met within the established time frame, and quality work is completed in a cost effective and timely manner.
9. Ensures confidentiality is maintained in accordance with the *Freedom of Information and Protection of Privacy Act* or other related and applicable legislation and internal OSSTF/FEESO policies and procedures.

10. Ensures that individual and collective rights of members are achieved, maintained, and protected. Provides conflict resolution assistance and mediation intervention, as required.
11. Undertakes core duties, which may include but are not limited to union training to local leaders and members, professional development, educational issues and research, equity, special education, NTIP, Adult Education, early childhood education, e-Learning, constitutions and bylaws, privatization, professional colleges, curriculum, assessment, field assignments, and special assignments.
12. Undertakes additional duties, which may include political action, communications, strategic campaign planning, member outreach and mobilization, negotiations, grievances/arbitrations and contract maintenance, pensions, long term disability, pay equity, health and safety, benefits, WSIB, EI, training and organizing assistance.
13. Performs other duties as assigned.

PART II – POSITION REQUIREMENTS

DEPARTMENT SPECIFIC REQUIREMENTS

- Experience in the development of curriculum resources, professional development, member resource materials, and union training to local leaders and members. Demonstrated ability to critically analyze government policy and work directly with elected officials.
- Proven experience in analyzing trends in education, policies, and government submissions would be considered an asset.
- Excellent communication skills to prepare briefs, reports, government submissions, and correspondence on a wide range of subject related to educational services and political issues.
- Proven experience in Federation services areas such as governance, training coordinating, equity issues, human rights, and workshop facilitation and development.

PREFERRED SKILLS, COMPETENCIES AND EXPERIENCE

- At least five (5) years of relevant job-related experience.
- Experience working for a labour union or member-driven organization and providing service directly to members would be considered an asset.
- Demonstrates knowledge of Federation structures, Constitutions, parliamentary procedures, policies, and practices as evidenced by successful service in working with members of OSSTF/FEESO at the local or provincial level would be considered an asset.
- Demonstrates understanding of provincial government structures and organizations, policies and related legislation, emerging educational issues, and their significance and potential impact on OSSTF/FEESO and/or its members.

- Demonstrates competencies including leadership, superior negotiation skills, mediation skills, planning & organizing, time management, decision making, fiscal responsibility, and judgment.
- Demonstrates integrity, leadership, interpersonal and communication skills, and the ability to build effective relationships, resolve and/or mediate conflict, and work individually and in a team environment to achieve collective success.
- Demonstrates commitment to championing initiatives that advance equity, diversity, inclusion, and human rights, both internally and externally.
- Possesses strong oral communication skills and a demonstrated ability to deliver workshops, training, and presentations to Committees, members, external agencies, and stakeholders.
- Demonstrates superior planning, coordination, and organizational skills with the ability to multi-task in a fast-paced environment.
- Knowledge of and demonstrated ability to identify risks and opportunities related to OSSTF/FEESO achieving its goals and mandate.
- Demonstrates ability to act as an organizational spokesperson and/or strategist.
- Evening and week-end work is required, as necessary.
- Class G Driver's License, in good standing and reliable vehicle to use on Federation business.
- Bilingualism (English & French) would be considered an asset.

SALARY AND BENEFITS

Salary, benefits and working conditions are as per the collective agreement between OSSTF/FEESO and the Staff Association.

APPLICATION REQUIREMENTS

1. A letter of application stating suitability for the position, along with two references.
2. A curriculum vitae, including both professional and Federation experience.

Applicants are required to submit their application in **ONE** complete PDF file addressed to:

The Office of the General Secretary, Vaino Poysa
Ontario Secondary School Teachers' Federation
60 Mobile Drive, Toronto, Ontario, M4A 2P3
Email: careers@osstf.ca
Marked "Personal and Confidential"

Applications will be received up to 12 noon on Friday, August 21, 2026

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, Inuit, and/or 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