

**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 is seeking the services of an individual to serve as Executive Assistant in the **Protective Services Division, Member Protection Department**. Start date to be determined.

**PART I – POSITION SUMMARY**

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

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

1. Working closely with the Director and the Member Protection Work Group, assist with providing advice to members on labour matters, the interpretation of applicable collective agreements, legislation and policies, and in the presentation of grievances.
2. Research, prepare reports and assist with grievances at the local level, including review of applicable collective agreements, case law and legislation.
3. Develops and maintains effective relationships with members, other unions, general public, ministries and government officials, agencies, organizations, and institutions.
4. Chairs and/or participates on committees, special projects, PE Workgroups and workshops. Conducts research, prepares reports and makes presentations, including presenting grievances before arbitrators, as required.
5. Ensures established departmental goals are met within the established time frame and quality work is completed in a cost effective and timely manner.
6. 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.
7. Ensures that individual and collective rights of members are achieved, maintained and protected. Provides conflict resolution assistance and mediation intervention, as required.

8. Core duties may include, but are not limited to negotiations, grievances/arbitrations, contract maintenance, issues related to pensions, long term disability, pay equity, health & safety, benefits, WSIB, EI, training and organizing assistance, political action, the promotion of public education, communication, professional development, teacher education, certification, qualifications, educational research, Professional Colleges, and special education, as well as field assignments and special assignments.
9. Performs other duties as assigned.

## **PART II – POSITION REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

- At least five (5) years of relevant job-related experience.
- Formal training in grievance arbitration presentation would be considered an asset.
- 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.
- Superior understanding of collective agreements, policies and related legislation and their significance and potential impact on OSSTF/FEESO and/or its members.
- Knowledge of and demonstrated ability to identify risks and opportunities related to achieving organizational goals and mandates.
- Demonstrated competencies including leadership, superior negotiation skills, integrity, mediation skills, planning & organizing, time management, decision making, fiscal responsibility and judgment.
- Superior interpersonal and communication skills and the ability to build effective relationships, resolve and/or mediate conflict and deliver information and presentations to Committees, members, external agencies, and stakeholders.
- Superior planning, coordination and organizational skills with the ability to multi-task in a fast-paced environment.
- Experience as a spokesperson and/or strategist.
- Class G Driver's License, in good standing and reliable vehicle to use on Federation business.
- Bilingualism (English & French) would be considered an asset.

### **DEPARTMENT SPECIFIC REQUIREMENTS**

- Demonstrated ability to organize, present and defend grievances at meetings with employer representatives. Demonstrated ability to research, present arguments, solve grievances, negotiate solutions to grievances. Willingness to improve skills to present cases in front of arbitrators.
- Excellent communications skills to prepare briefs, reports, newsletters and correspondence on a wide range of subjects related to collective bargaining.
- Proven experience in writing grievances and grievance settlements.

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- Proven experience in Federation services areas such as: grievance/arbitration, professional development, pay equity, professional college issues, educational issues and legislation and quasi judicial processes.

## **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 to:

The Provincial Executive  
c/o Office of the General Secretary, Chris Goodsir  
Ontario Secondary School Teachers' Federation  
60 Mobile Drive, Toronto, Ontario, M4A 2P3  
Email: [careers@osstf.ca](mailto:careers@osstf.ca)  
Marked "Personal and Confidential"

**Applications will be received up to 4:00 p.m. on Wednesday, December 3, 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, **L**esbian, **G**ay, **B**isexual, Transgender, **Q**ueer, Intersex)?
  - ☐ No
  - ☐ Yes
  - ☐ Prefer not to answer