



*As the umbrella organization for teachers in Ontario, the Ontario Teachers' Federation (OTF) represents over 160,000 members in four affiliated bodies. The OTF is a powerful voice for the profession and publicly funded education on a variety of education-related issues. Its activities include government relations and advocacy with multiple stakeholders. The OTF is also the pension partner, along with the Government of Ontario, that oversees governance of the Ontario Teachers' Pension Plan (OTPP).*

## **SECRETARY - TREASURER**

Reporting to an Executive and a Board of Governors, the Secretary-Treasurer is responsible for the strategic and operational management, governance support, staff and programs of the OTF. The Secretary-Treasurer plays a critical role in representing the teachers of Ontario as a liaison with the OTPP and the Government of Ontario. The Secretary-Treasurer is responsible for delivering timely and effective services to the Affiliates on behalf of the teachers of Ontario.

### **Qualifications and Experience Requirements**

The ideal candidate has at least five years in a senior leadership role, preferably in environments related to education such as federations, associations or unions, or other non-profit public sector organizations. The candidate will bring progressive management experience in human resources, strategic planning, program development, financial management including budget development and monitoring, and partnership building. The ideal candidate possesses superior communication skills. The candidate has proven success in working collaboratively with representatives from federations, associations or unions, as well as government and Ministry officials. The candidate will have a practical knowledge of K-12 education in Ontario and defined benefit pension plans. Fluency in French is an asset.

If this career opportunity interests you, please forward a professional resume and a cover letter detailing your interest in this position and your related experience **by 5:00 pm on Friday, September 1<sup>st</sup>, 2023** to [scott.perkin@otffeo.on.ca](mailto:scott.perkin@otffeo.on.ca) . All enquiries and applications will be treated respectfully and in confidence. (A detailed job description may be obtained by contacting Scott Perkin by email at the address above).

***The Ontario Teachers' Federation is committed to creating a work environment that is free from discrimination. We believe that our advocacy on behalf of Ontario's teachers is strengthened by a diverse team. We encourage applications from those who identify as Indigenous, Black, Racialized, Women, 2SLGBTQI+ and/or Disabled. OTF is committed to addressing and eliminating barriers for marginalized applicants; please let us know if you have any access needs.***