

BILINGUAL (FRENCH/ENGLISH) ADMINISTRATIVE ASSISTANT IV – LEVEL V



The Ontario Teachers' Federation (OTF) represents 160,000+ Ontario teachers in publicly funded education. We are currently accepting applications for the position of Administrative Assistant IV – Level V (one position). The role requires a professional individual with excellent time management skills and the ability to prioritize work. The Administrative Assistant IV must keep the senior staff informed and oversee the workflow for that office by ensuring appropriate research and timely follow-up.

Main Job Functions/Responsibilities

- Scheduling meetings, negotiating event contracts, arranging for hotel accommodation, and catering
- Attending committee meetings, producing financial reports, agendas, and taking and transcribing meeting minutes
- Performing advanced and sometimes confidential administrative duties requiring knowledge of OTF policies and practices
- Preparing correspondence, presentations and reports using various software packages
- Providing full administrative support including proofreading, filing, photocopying, scanning, etc.
- Assisting with special projects as required, including those related to equity, diversity, and inclusion
- Proven note-taking ability
- Functioning ability to work on databases for special projects, with minimal direction

Qualifications and Experience

- Bilingual (French/English)
- Experience in an Administrative Assistant role
- Strong oral and written business communication skills
- Proficient in Microsoft Office Suite Programs - Word, Excel, PowerPoint and Outlook
- Familiarity with Access Database an asset
- Proven ability to take initiative and work independently in a fast-paced environment
- Superior organizational and time management skills
- Ability to multi-task, having outstanding problem-solving skills
- High degree of detail orientation
- High level of professionalism and the ability to deal effectively with all levels in the organization
- Preference will be given to a candidate with Federation experience

Salary and benefits are consistent with the OTF Support Staff Collective Agreement. We thank all applicants for their interest; however, only those candidates selected for interviews will be contacted. No phone calls, please.

Please submit your cover letter and resumé by 5:00 pm on December 31, 2025, to:

Debbie Farrow, Human Resources/Office Manager
Ontario Teachers' Federation, 10 Alcorn Avenue, Suite 100, Toronto, ON M4V 3A9
Email: hr@otffeo.on.ca

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, 2SLGBTQ+ and/or Disabled. OTF is committed to addressing and eliminating barriers for marginalized applicants; please let us know if you have any access needs.