



JUNIOR EXECUTIVE ADMINISTRATOR TO THE OTF EXECUTIVE & SECRETARY-TREASURER

The Ontario Teachers' Federation (OTF) represents 160,000+ Ontario teachers in publicly funded education. We are currently accepting applications for the position of Junior Executive Administrator to the OTF Executive & Secretary-Treasurer. Reporting to the Human Resources/Office Manager, this role requires a seasoned professional with administrative experience at the Executive level. Working with confidential materials, excellent time management skills, the ability to prioritize work, multi-tasking, attention to detail and outstanding problem-solving skills are a must.

Main Job Functions/Responsibilities

- Support the OTF Secretary-Treasurer in confidential matters
- Perform a range of advanced, diversified, confidential secretarial and complex administrative duties requiring an in-depth knowledge of Federation policies and practices
- Relieve the Senior Executive Administrator to the OTF Executive & Secretary-Treasurer of administrative tasks
- Prepare Board of Governors or Executive memorandums, as required
- Prepare invitations to the Board of Governors meetings
- Prepare PowerPoint presentations for Board of Governors meetings
- Liaise with Chairs/Speakers of Board of Governors meetings
- Take minutes at the Board of Governors meetings
- Maintain various records, including verifying and editing final minutes of Board of Governors meetings
- Prepare release letters for teachers for various events and meetings
- Exercise judgement and work without direct supervision
- Perform other duties and tasks as assigned

Qualifications and Experience

- Minimum of five (5) years providing administrative support at an Executive level
- High level of professionalism and the ability to deal effectively with all levels in the organization
- High degree of initiative, excellent judgement, and diplomacy
- Organized, with the ability to prioritize tasks
- Strong oral and written business communication skills
- Excellent command of the English language
- Advanced notetaking skills
- Proficient in the use of information communication technologies
- Command of Microsoft Office Suite Programs - Word, Excel, PowerPoint and Outlook

Assets

- Experience with a provincial Affiliate in Ontario in a local or provincial administrative position
- Demonstrated bilingual skills (English/French)
- Familiarity with Robert's Rules of Order

Salary and benefits are outlined in a personal service 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 May 12, 2026, 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.