



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 public education on a variety of education related issues. Its activities include government relations and advocacy with multiple stakeholders. The OTF is the pension partner, along with the Government of Ontario, that oversees governance of the Ontario Teachers' Pension Plan (OTPP).

SECRETARY - TREASURER

Reporting to the OTF Executive and the 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 Affiliates on behalf of the teachers in Ontario.

Qualification 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/or partnership building. The ideal candidate possesses superior communication skills. The candidate has proven success in working collaboratively with representatives from federations, associations, 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, **before 5:00 pm on Thursday, January 31, 2019** to rhonda.kimberley-young@otffeo.on.ca . All enquiries and applications will be treated respectfully and in total confidence. (A detailed job description may be obtained by contacting Rhonda Kimberley-Young by email at the address above).