

JOB OFFER: PROGRAM OFFICER POSITION

PROGRAM OFFICER, INTERNATIONAL AND SOCIAL JUSTICE PROGRAM CANADIAN TEACHERS' FEDERATION

The Canadian Teachers' Federation (CTF) is seeking a bilingual (French/English) Program Officer to join our professional staff team. This person will report to the Director, International and Social Justice Program.

The ideal candidate will be an experienced teacher who has the following qualities, knowledge, experience, and abilities:

- Excellent command of English and French, both spoken and written;
- Open-minded and welcoming of all forms of diversity (linguistic, cultural, religious, ethnic and racial, sexual and gender);
- Dedicated to social justice and equality;
- Work or volunteer experience in international cooperation acquired through one or more assignments in a developing country, preferably with CTF;
- Experience in developing educational resources for the classroom;
- Experience in managing projects and related budgets;
- Excellent writing skills;
- Excellent communication skills, tactfulness, and political acumen;
- Familiar with CTF and its Member organizations;
- A resourceful, creative, and strategic thinker, able to make sound decisions under pressure;
- Good sense of initiative, good judgment, and resourcefulness;
- Strong organizational skills and ability to prioritize and work with little supervision;
- Desire and ability to work in a team.

Responsibilities will include, but not be limited to:

- Developing, managing, or updating pan-Canadian social justice programs (e.g. Imagineaction and Speak Truth to Power Canada);
- Managing international cooperation projects including developing action plans with CTF's international partners, drawing up and overseeing budgets, supervising the implementation of activities, and developing monitoring tools for activities and budgets allocated to CTF's partners;
- Implementing CTF Project Overseas;
- Searching for information and writing various documents (e.g. reports, letters of agreement, meeting agendas, minutes, articles, memoranda, action plans, budgets) in French or English for various groups, including trustees, Board members, committees, CTF partners, etc.;
- With a focus on continuous improvement, reviewing and analyzing various issues and programs, and making relevant recommendations to the Director;
- Organizing and conducting workshops;
- Chairing meetings;
- Liaising with various stakeholders, including CTF Member organizations and international partners;
- Contributing to various CTF projects and initiatives, such as conference planning and resource development;
- Representing CTF at meetings and other events.

This position includes travelling within Canada and abroad. The selected candidate must be willing and able to travel, as needed, to all countries CTF works with, whether they are developing countries (including India and countries in Africa and the Caribbean) or countries from the Global North, such as Belgium.

The selected candidate will be expected to work on a few weekends every year for Project Overseas' volunteer training and orientation.

The selected candidate will also need to be available (on call) throughout the duration of Project Overseas, i.e. mid-July to the end of the first week of August, every year (three to four weeks per year).

Following a three-month probationary period, the position will be a permanent one that comes with a competitive salary and a full range of benefits. Duties begin September 5, 2017.

Interested candidates are invited to submit a cover letter and résumé, along with the names and contact details of three references, to CTF Secretary General Cassandra Hallett electronically via Sandra Lane, Executive Assistant, at slane@ctf-fce.ca.

All applications must be received no later than **noon on Wednesday, May 17, Ottawa time.**