



Elementary Teachers' Federation of Ontario
Fédération des enseignantes et des enseignants de l'élémentaire de l'Ontario
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ELEMENTARY TEACHERS' FEDERATION OF ONTARIO

INVITES APPLICATIONS FOR SECONDMENT TO THE POSITION OF

EXECUTIVE ASSISTANT - Protective Services – Organizer (4 Positions Available)

The Ontario government has determined to implement a new full day junior and senior kindergarten program in the publicly funded elementary schools in Ontario, staffed in part by Early Childhood Educators. The Federation has determined to unionize these educators as members of ETFO.

The successful candidate will meet many of the following criteria. The candidate has:

- Experience in unionizing employees under the Ontario Labour Relations Act;
- a solid knowledge of statutes and regulatory provisions re union membership drives;
- extensive knowledge about the development and negotiation of collective agreements;
- an understanding of the legislation governing the Early Learning Kindergarten program;
- an understanding of the role of Early Childhood Educators in delivering the program;
- superior oral and written communication skills
- a practical knowledge of the operation of a provincial teachers' federation;
- a commitment to maintaining high quality publicly funded education. ;

Role responsibilities will include, but not be limited to, the unionization of Early Childhood Educators in the public and Catholic elementary schools in Ontario. The work will involve the promotion of ETFO to Early Childhood Educators being employed by public and catholic school boards, getting signatures on membership cards, and ensuring that all requirements of the Ontario Labour Relations Act are met. You will be working in a very competitive environment. It will be necessary to have a driver's licence, a willingness to travel regularly within Ontario, and enjoy meeting and speaking with potential members on an individual and group basis. Candidates shall have a clearly defined philosophy of the role of the Elementary Teachers' Federation of Ontario within the Ontario education community and be prepared to undertake such duties as may be determined by the General Secretary.

Preferred qualifications of candidates include:

- experience in organizing drives;
- five years of successful employment experience;
- knowledge of the Early Childhood Education sector and the publicly funded education system.

Candidates are required to submit a letter of application for the position and a resume. Candidates who are interviewed will be asked to provide references at a later date. The closing date for receipt of applications is 5:00 p.m. Friday, May 21, 2010. The term of the secondment will be June 1, 2010 to May 31, 2011 with the potential for a one year extension. Your application must indicate that you are applying for ETFO posting # 20091009. Applications must be submitted in confidence to:

**Gene Lewis, General Secretary,
Elementary Teachers' Federation of Ontario,
Suite 1000, 480 University Avenue, Toronto, Ontario, M5G 1V2**

Email: glewis@etfo.org

FAX: 416-355-6755

ETFO is an equal opportunity employer. As such, it encourages groups who have been historically disadvantaged with respect to employment to apply for positions in the Federation. Individuals are encouraged to self-identify.