

## **Office Manager Job Posting, Elementary Teachers of Toronto**

### **Full-time, permanent position**

#### **About Us**

The Elementary Teachers of Toronto Union is the local Union of the Elementary Teachers' Federation of Ontario (ETFO). We are seeking an office manager to support our in-person local Union office.

The successful candidate will join an office team of fourteen elected Teacher Union representatives, and a staff team comprised of a current Office Manager, an Organizer, and a Communications, Research, and External Relations Manager who serve our membership.

We represent over 10,000 contract teachers who work in the Toronto District School Board. Our local represents and serves the professional needs of our members, including with a wide variety of committees, programs and services that both protect and enhance the working lives of our members.

In addition to our core work supporting our ETT membership, our local and our members are very active in our community supporting the public education system, and a variety of community organizations and charitable causes.

We work continuously to provide an environment celebrating the diversity of our members and ETT reaches out to the broader community to foster a climate of equity and social justice.

The Office Manager position follows the public school calendar, and you will have the ability to combine in person, and remote work in this job.

#### **Description of the Role/Responsibilities**

- Manage and maintain our physical office location
- Handle communications in person, via phone and email as well as general office and reception duties (e.g. screening and referring calls in a timely and professional manner)
- Coordinate incoming and outgoing mail, shipments and supplies
- Support the implementation of organizational vision into day-to-day work
- Manage and help coordinate organizational committee meetings and events, e.g. room bookings/venue selection, room setup, catering, technology/equipment and transportation requirements, any external IT requirements
- Update internal/external office calendar with meeting schedules etc.
- Provide support to local ETT Executive Officers with their daily tasks and their organizational responsibilities
- Maintain and manage confidential member files and records

- Maintain and update office records, such as inventory and vendors; order supplies as necessary
- Support organizational administrative needs
- Maintain office equipment, establish and maintain relationship with key vendors (cleaning, maintenance, supplies, couriers, security staff) to ensure high quality services
- Liaise with Property Management on all building related matters and maintain good relations

### **Skills, Experience & Qualifications**

- Three years +, relevant work experience
- Proficient in Microsoft Office Suite, Google Suite, One Drive, Teams, Zoom, Social Media
- A commitment to social justice and equity
- Excellent oral and written communication skills; the ability to communicate positively with a diverse union membership and representatives, and maintaining a high degree of professionalism and confidentiality
- Strong organizational and time management skills including the ability to multitask, and meet changing or overlapping deadlines in a fast-paced environment
- Demonstrable working history managing organizational procedures and projects
- Detail and process oriented
- Creative, diplomatic, and calm under pressure, with fantastic interpersonal skills
- Highly engaged team member focused on collaboration
- Comfortable in a small office/union environment; positive and adaptable to a variety of duties and deadlines

### **Compensation/we offer:**

- Starting salary \$48,899.44 per year upon acceptance of the position
- Competitive vacation, pension and health benefits package
- Ability to work remotely
- Unionized work environment

**Job Type:** Full-time, permanent (matches TDSB school calendar)

**Salary:** \$48,899.44 per year to begin

### **Contact:**

**Applications must be received by Friday, May 5, 2023 @ 9:00 a.m.**

**Please send to ETT President, Helen Victoros, [hvictoros@ett.on.ca](mailto:hvictoros@ett.on.ca)**

ETT is an equal opportunity employer. We encourage applications from groups who have been historically disadvantaged and individuals are encouraged to self-identify.