

## **JOB OFFER: Contract worker required**

The Canadian Teachers' Federation (CTF) is looking for a fluently bilingual (English/French) contract worker to manage projects in its International and Social Justice Program. This person will work under the supervision of the Program's Director.

He or she will have the following knowledge, experience and abilities:

- Fluently bilingual (English/French)
- Good understanding of CTF's role in Canada and internationally
- Dedication to the principles of equality and social justice
- Ability to organize time and prioritize tasks
- Ability to work independently and as a team
- Excellent writing skills
- Excellent and tactful communication skills
- Previous work or volunteer experience in international cooperation, preferably with CTF
- Previous contributions to the development of teaching resources for the classroom
- Experience in managing projects and budgets

Additional consideration will be given to candidates with teaching and/or leadership experience.

The contract worker's responsibilities will include the following:

- Researching and writing various documents (e.g. reports, agreements, meeting agendas and minutes) in French or English for various groups, including trustees, committees, CTF partners, etc.
- Exploring and analyzing various issues and documents, making recommendations to the Director and following up as required
- Managing CTF's social justice programs, including Imagineaction and Speak Truth to Power Canada
- Developing lesson plans for CTF's social justice programs
- Supporting CTF's partner organizations in developing action plans and budgets that will lead to agreements between those organizations and CTF
- Following up on the implementation of initiatives included in the agreements between CTF and its overseas partners
- Organizing and attending meetings

This contract runs for a maximum of 39 working days between September 26 and December 23, 2016. The hourly rate will be negotiated, based on the candidate's experience and expertise.

Interested candidates are invited to submit their résumé and a cover letter to **CTF Secretary General Cassandra Hallett DaSilva, via Kelli-Ann McDonald, Executive Assistant, at [kmcd@ctf-fce.ca](mailto:kmcd@ctf-fce.ca)**.

All applications must be received by **Wednesday, September 21, 2016**.

Candidates must provide references upon request.

