



**British Columbia Teachers' Federation**  
**Bilingual Administrative Secretary**  
**Full Time**  
**\$28.59 to \$35.96 per hour**

The British Columbia Teachers' Federation (BCTF), established in 1917, is the union of professionals representing 43,000 public school teachers in the province of British Columbia, Canada. All public-school teachers belong to the BCTF and their local teachers' association.

The Bilingual Administrative Secretary works within the Professional and Social Issues Division which is a division of the BCTF that supports the enhancement of student learning by promoting and supporting socially responsible quality teaching and quality public education.

The Bilingual Administrative Secretary prepares and ensures the accuracy of all French-language BCTF documents destined for print and/or on-line publication. Provides administrative and secretarial assistance in both official languages to the Co-ordinator of French Programs and Services and, as required, to the director and assistant directors in the Professional and Social Issues Division.

**Required Experience**

A minimum of four years' experience performing senior secretarial duties in a French-language environment involving the daily use of both official languages (oral and written) within a similar institution or in directly related work.

Demonstrated fluency and writing ability in both official languages enabling the performance of all duties in French and English, demonstrated skills in translating.

Demonstrated ability to perform and communicate effectively both independently and as part of a team in an environment that is frequently pressured and that involves a high degree of tact and accuracy. Demonstrated ability to maintain and update web pages through conversion of French language text to HTML.

**Required Education/Training**

Secondary school completion plus one year of education/training in commercial courses, English/French translation and editing/secretarial courses.

Please submit cover letter, résumé, and references, not later than Friday, April 27, 2018 to the Human Resources Department, BC Teachers' Federation, 100–550 West 6th Avenue, Vancouver, BC, V5Z 4P2, or by email at [postings@bctf.ca](mailto:postings@bctf.ca) quoting Job Posting # JP0231-2018-02. Your interest is appreciated but only applicants selected for an interview will be contacted. No phone calls please.

*Because the BCTF has an affirmative action policy, an applicant may wish to provide, on a voluntary basis, information as to whether they self-identify as a member of an equity-seeking group, which includes female, trans\* (trans, transgender, transsexual, genderqueer, two-spirit, transwoman, transman), visible minority or racialized person, Aboriginal (Indigenous) person, person with a disability, or lesbian, gay, or bisexual person.*