



BCTF

British Columbia Teachers' Federation A Union of Professionals
100-550 West 6th Avenue, Vancouver, BC V5Z 4P2 bctf.ca
604-871-2283 1-800-663-9163

Field Service Division

Assistant Director, term position (4 years, 3 months)

The role

Reporting to the Director of the Field Service Division and the Executive Director, the Assistant Director provides support to assigned locals in contract enforcement, bargaining, political action, communications, and the handling of a range of professional, health and safety, social justice, and Aboriginal education issues.

Duties and responsibilities

The successful candidate for this position will be involved in providing advice, assistance, and support to locals regarding the administration and enforcement of the collective agreement. This includes the provision of summary advice, the initiation of grievances, and the processing of such grievances up to, and including, Step 3 of the grievance procedure.

The successful candidate will be involved in:

- assisting with the development of effective local structures and planning processes.
- advancing Federation campaigns and initiatives related to Federation priorities that may at any given time focus on education funding, professional or social justice issues, health and safety, or other matters.
- supporting local leadership in building capacity and engaging members, and providing advice on a wide range of issues.
- other duties as assigned.

Necessary qualifications

- recent and relevant training, education, and experience in the areas of collective agreement administration, grievance handling, and dispute resolution including knowledge of relevant legislation.
- excellent communication, organizational, and administrative skills and computer literacy.
- detailed knowledge of Federation professional, social justice, and political initiatives.
- university training, public school teaching experience, preferably in British Columbia.
- extensive voluntary and/or elected service in teacher organization work, including the area of collective agreement administration.
- ability to function effectively within a team and with only general direction.

Desired qualifications: Ability to communicate in French.

Other: Willingness to work evenings, weekends, and flexible to travel.

Salary: Starting salary is \$99,379 per annum depending on BCTF staff experience, if any. Full range of benefits.

Appointment date: May 28, 2018, or a mutually agreeable date; the end date for this term is August 31, 2022.

Applications: Only applications received in writing by 5:00 p.m., Wednesday, May 2, 2018, will be considered. Send a letter of application, citing job posting number JP1095, and résumé including reference contact information by email to postings@bctf.ca or by mail to the BCTF Human Resources Department, BC Teachers' Federation, 100-550 West 6th Avenue, Vancouver, BC V5Z 4P2. (Please contact Jeannine Coulombe at 604-871-2200 or toll free 1-800-663-9163, ext. 2200, to indicate that you have emailed your application.)

Deadline for applications is 5:00 p.m., Wednesday, May 2, 2018.

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 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.*