



**British Columbia Teachers' Federation**  
**Executive Director**  
**Full-time permanent position**

The British Columbia Teachers' Federation (BCTF) is a union of professionals representing over 45,000 members working in the 60 public school districts in British Columbia.

The BCTF was founded in 1917 and, throughout its history, has remained dedicated to advocating for teachers, students, the profession, and public education. Members are highly involved in the BCTF and their locals, and the Federation is committed to democratic decision-making and supporting member engagement and leadership. The Federation prides itself on being a social justice union with a strong commitment to equity and inclusion. It provides a wide range of services and supports to meet the professional, contractual and individual needs of members, and campaigns for a strong public education system with the learning and teaching conditions that students and teachers need.

The BCTF is a member of the Canadian Teachers' Federation and an affiliate of the BC Federation of Labour and the Canadian Labour Congress, and liaises with many community organizations and education partner groups.

The BCTF staff work from the central offices, which are located in Vancouver. The workplace is highly collaborative and dynamic, and provides the opportunity to undertake work congruent with progressive values and contribute to the advancement of public education.

## **THE ROLE**

The Executive Director's role is multi-faceted, and the work is very dynamic and rewarding. The Executive Director is the chief executive officer of the BCTF and has responsibility for the overall management of Federation staff, implementation of governance decisions, and co-ordination of the work of the Federation. The broad areas within the Executive Director's role are governance, administration, leadership, planning and co-ordination, management, records, and liaison.

Appointed by and reporting to the Executive Committee, the Executive Director has overall responsibility for managing and co-ordinating all affairs of the Federation and works closely with the released officers and the staff of over 140, comprised of the excluded-staff management team, administrative staff and support staff. The Executive Director works very closely with the President and Vice-Presidents, and, in collaboration with the Chief Financial Officer, Assistant Executive Director, Human Resources Director, and General Counsel. The Executive Director is highly involved in the co-ordination of the work and the direction of staff and the drafting of regular reports and recommendations for the Executive Committee. The Executive Director provides advice and support to the BCTF governance bodies on the policies, procedures, and constitution of the BCTF, ensuring that the decisions of these bodies are implemented and the services and programs for members are well co-ordinated, responsive and effective. This position also includes providing assistance and advice to the leadership in locals on organizational issues and imperatives, and liaising with external contacts and agencies. In all aspects of the work, the Executive Director promotes a high standard of professional leadership and seeks to advance the Federation's commitments and policies throughout the organization.

## NECESSARY QUALIFICATIONS

- proven excellent communication, administrative, and organizational skills
- understanding of the needs of public school teachers in BC and a strong commitment to public education and public services
- demonstrated ability to function effectively as management in a unionized environment with experience in supporting, mentoring, and managing staff while ensuring the imperatives of the organization are met
- experience in reporting to elected bodies and providing governance, operational, and strategic advice
- demonstrated ability in conflict resolution, problem-solving, change management and organizational leadership
- demonstrated ability to respond to emerging issues, co-ordinate strategic plans and handle numerous complex imperatives concurrently
- demonstrated commitment to on-going professional learning and skill development
- excellent writing skills and considerable experience in writing comprehensive reports
- understanding of equity issues in public education and within unions, and an understanding of the role that public education must play in reconciliation.

## DESIRABLE QUALIFICATIONS

- voluntary and/or elected service in teacher associations, public sector organizations or the non-profit sector
- public school teaching experience.

## REQUIREMENTS

Must be available to work evenings and weekends when required.

## SALARY

Salary is commensurate with duties and responsibilities and a full range of benefits, including the Teacher Pension Plan, is provided.

## APPOINTMENT DATE

October 15, 2019, or a mutually agreeable date. A period of orientation and transition support will be provided by the outgoing Executive Director.

## APPLICATIONS

All queries regarding this posting should be directed to Julie Wengi, Human Resources Director, BC Teachers' Federation. Send a letter of application and résumé including references, quoting job posting JPE0001-2019-01, either by email to [jwengi@bctf.ca](mailto:jwengi@bctf.ca) or by mail to the Human Resources Department, BC Teachers' Federation, 100–550 West 6th Avenue, Vancouver, BC V5Z 4P2. Only applications received in writing by **5:00 p.m., September 13, 2019**, will be considered.

*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.*