



# BCTF

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

## Field Service Division Assistant Director, full-time continuing position

### The role

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

### Duties and responsibilities

The successful candidate for this position will be involved in providing advice, assistance, and support to locals regarding the development of effective local structures and planning processes, and administration and enforcement of the collective agreement up to and including Step 3 of the grievance procedure.

The successful candidate will also be involved in providing advice, assistance, and support to locals on:

- Federation campaigns and initiatives related to Federation priorities which may at any given time focus on education funding, bargaining, professional or social justice issues, health and safety, Aboriginal education, or other matters.
- personnel and other pressing local issues.
- dealing with community and other emergent issues.
- issues which may arise at any time related to education funding, bargaining, professional or social justice issues, health and safety, Aboriginal education, or other matters.
- inter-member and inter-union relations in the district.

Other duties and responsibilities include:

- identifying, accessing, and providing appropriate Federation training to local officers and members.
- co-ordinating grievances/problems in school districts involving more than one local.
- co-ordinating and organizing the holding of zone meetings.
- liaising with field representatives of other unions assigned to region.
- other duties as assigned.

### Necessary qualifications

- excellent communication, organizational and administrative skills, and computer literacy.
- ability to function collaboratively within a team while maintaining high standards and exercising sound judgement in meeting individual responsibilities.
- demonstrated ability to effectively manage time while handling multiple concurrent priorities.
- demonstrated understanding of strategies for, and experience in, supporting member leadership, engaging members in the union, and capacity-building at the local level.
- demonstrated commitment to advancing equity and inclusion, and to on-going learning in this regard.
- relevant training, education, and experience in the areas of collective agreement administration, grievance handling, and dispute resolution including knowledge of relevant legislation.
- detailed knowledge of BCTF professional, social justice, and political initiatives.
- voluntary and/or elected service in teacher organization work.
- university training, public school teaching experience, preferably in British Columbia.

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

**Salary:** Starting salary is \$100,375 per annum depending on BCTF staff experience, if any. Full range of benefits.

**Appointment date:** December 1, 2019, or a mutually agreeable date.

**Applications:** Only applications received in writing by 5:00 p.m., Friday, November 1, 2019, will be considered. Send a letter of application, citing job posting number JP1108, and résumé including reference contact information by email to [postings@bctf.ca](mailto: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., Friday, November 1, 2019.**

*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.*