



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

Communications and Campaigns Division

Assistant Director, Outreach/Political Action

Term position (1 year)

The role

Reporting to the Director of the Communications and Campaigns Division and the Executive Director, the Assistant Director assists in the co-ordination of Federation outreach and political-action initiatives, and ongoing communications and campaigns work.

Duties and responsibilities

- Co-ordinates the Federation's outreach initiatives, including liaison with education partner groups, community organizations, labour groups, advocacy groups and parent groups.
- Co-ordinates the Federation's political-action initiatives.
- Co-ordinates the Federation's lobbying initiatives on specific issues as identified.
- Provides advice, information, and training, as needed, to Field Service staff, local contacts, and Federation officers on lobbying, outreach, and political action.
- Assists with the implementation of the overall internal and external communications tasks undertaken by the division.
- Assists with the development and distribution of BCTF promotional materials and advertising.
- Other duties and Federation initiatives as assigned.

Necessary qualifications

- Experience in outreach and political action activities locally and/or provincially.
- Proven ability to work collaboratively as an effective member of a team, as well as to complete independent tasks in a timely manner and to respond positively to direction.
- Extensive voluntary and/or elected service and a solid understanding of issues in education.
- Excellent communication, organizational, and administrative skills.
- Strong writing skills with the ability to meet tight deadlines.
- Computer literacy and knowledge of both traditional and social media communication strategies.
- University training and public school teaching experience, preferably in BC.

Desired qualifications: Ability to communicate in French.

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

Salary: Starting salary is \$102,382 per annum depending on BCTF staff experience, if any. Full range of benefits.

Appointment date: September 1, 2021, 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., August 5, 2021**, will be considered. Send a letter of application, citing job posting number JP1133, and résumé including reference contact information by email to postings@bctf.ca. Please contact Eliza Green 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., Thursday, August 5, 2021.

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.

AM/eg:tfu