

ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION
60 Mobile Drive, Toronto, Ontario. M4A 2P3

Membership Administrator

The Ontario Secondary School Teachers' Federation invites applications for the position of Membership Administrator. This is a unionized position.

PART 1 – POSITION SUMMARY

The Membership Administrator position requires an individual who can provide consistency and high accuracy when inputting data, an in-depth knowledge of OSSTF/FEESO's bylaws as it applies to the membership, with a commitment to keeping up to date on such. Knowledge of the Membership Database department workflows and processes is essential, as is attention to detail, a commitment to delivering excellent customer service, and the ability to work within tight deadlines, under pressure and within a team environment. This position will have direct accountability to the Director of the Department.

DUTIES AND RESPONSIBILITIES (not listed in order of priority):

1. Receive and register forms, records and other documents for data capture.
2. Analyze and input data into computerized databases, spreadsheets or other template using a keyboard, mouse or optical scanner, speech recognition software or other data entry tools.
3. Import and/or export data between different kinds of software.
4. Verify accuracy and completeness of data.
5. Identify, label and organize electronic storage media.
6. Maintain libraries of electronic storage media.
7. Perform other duties as assigned from time to time by the IT Director, CFO/AGS or the Administrator.

PART II – POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Completion of O.S.S.D diploma or equivalent and minimum one year data entry experience.
- Bilingualism (English and French) is an asset.
- Ability to communicate in a sensitive and courteous manner with members, office staff, stakeholders and the general public.
- Excellent interpersonal and public relation skills are required involving common sense, tact, courtesy and integrity both in person and by telephone.
- Requires close attention to detail and accuracy.
- Understanding of and commitment to confidentiality.

SALARY, BENEFITS AND WORKING CONDITIONS

- In accordance with the COPE 343 Collective Agreement, the weekly starting salary for a Membership Administrator is \$826.
- Please refer to the collective agreement for working conditions and benefits.
- May be required to work outside of business hours on occasion, as needed.

APPLICATION REQUIREMENTS

Please submit your résumé and covering letter to:

Jason Westmaas, Director Information Technology, Operational Services Division
c/o Zoe Vander Doelen, Human Resources Specialist
Ontario Secondary School Teachers' Federation
60 Mobile Drive, Toronto, Ontario, M4A 2P3
Marked "Personal and Confidential"
Email: careers@ossf.ca

Please quote "**Membership Administrator**" in the subject line.

Resumes due by Tuesday March 17, 2020

OSSTF/FEESO is committed to a workforce that reflects the diversity of our members and our communities. We actively seek qualified individuals with demonstrated skill and knowledge to deal with all aspects of diversity. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), OSSTF/FEESO strives to ensure that all recruiting processes are non-discriminatory and barrier-free. If you require an accommodation, please advise the Recruitment Team in advance of attending the interview.

OSSTF/FEESO values the participation of members with different voices from lived experiences. We recognize that the selection of candidates from members of equity seeking groups is an asset. Self-identification of membership in equity seeking group(s) is voluntary. If you choose to self-identify, please indicate in your application any that apply to you:

- ☐ Woman
- ☐ Racialized Person
- ☐ LGBTQ2SI
- ☐ FNMI (First Nations, Métis, Inuit)
- ☐ Person with a Disability
- ☐ Francophone