

Job Description/Specification

Identification	J0226	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	PowerPoint Specialist Administrative Assistant	FORMER TITLE/ DEPT. PowerPoint Specialist Admin Assist
DIVISION/DEPARTMENT:	PSID/Training	PAY GRADE: 4
SUPERVISOR'S TITLE:	PSID Supervisor	DATE APPROVED: October 16, 2018

Function and Purpose

To provide secretarial and administrative assistance to assistant directors in the Training Department, Professional and Social Issues Division, which is a department that has the responsibility for co-ordination of the development, delivery, and evaluation of all Federation local leadership and school and teacher leadership training; to co-ordinate and arrange workshops, conferences, training sessions, and supporting materials for teachers within specified programs on a province-wide basis.

Principal duties and responsibilities (a)

1. Meets with BCTF workshop associates to discuss topic, theme, of workshop.
2. Uses Word and PowerPoint and other electronic design software to take documents from written or keyed draft and translates into dynamic presentation, handout packages and facilitator notes. Verifies accuracy of information and provides solutions when information is missing, whenever possible. Maintains awareness of Federation document standards and applies them to materials produced. Proofreads and revises until final version approved by administrative staff.
3. Creates custom presentation layouts including font and graphic selection to easily identify groups of presenters (i.e., Ab Ed, SURT).
4. Incorporates sound, video clips, images to presentations.
5. Creates self-running presentations with narration for presentation at BCTF meetings and conferences such as AGM, Summer Conference, FLI, Facilitators' Institute and various other meetings.
6. Transfers workshop materials to CD, external hardware or uploads on server (BCTF Bucket).
7. Trains BCTF associates in using PowerPoint software whenever necessary and meets with workshop writers and program coordinator/assistant directors when new workshops are being written or updated. Liaises with workshop facilitators and writers and offers advice and solutions in order to convey clear and effective messages in presentations.

8. Updates the BCTF Workshop web pages in co-ordination with BCTF Systems Analyst/Programmer.
9. In conjunction with the program coordinator, creates and presents workshop materials that keep BCTF members up to date with current PowerPoint software and modern technology at Facilitators' Institute, Summer Conference, FLI, and various trainings.
10. Drafts documents to send to locals and BCTF workshop associates at approval of administrative staff person.
11. Prepares and/or designs conference program booklets, registration forms, and accommodation forms, name tags, and materials for kits. Prepares data reports and maintains awareness of database software sufficient to manipulate information in new ways, as requested. Organizes and collates kit materials.
12. Provides registration desk and other secretarial support services for conferences, institutes, and training sessions, signs in delegates, and distributes information and materials. Makes photocopies and takes and relays messages onsite. Provides online registration for various associate trainings, conferences, and institutes.
13. Provides secretarial assistance to administrative staff by keying a wide variety of correspondence, memoranda, meeting agendas and notes, and reports from verbal outline, written drafts or tape; prepares cheque requisitions and job order sheets, answers routine request and enquiries, maintains files, screens telephone and in-person calls and enquiries, takes and conveys messages, arranges conference calls, prepares certificates, arranges work priorities independently. Provides hands-on assistance to staff with PowerPoint, Word, or Adobe Acrobat. Maintains an awareness of Federation systems and procedures.
14. Prepares original documents in a variety of computerized formats suitable for electronic publishing and transmission, or converts electronic documents received from various sources. Transmits documents electronically and posts documents to listservs.
15. Delivers internal mail to other departments; opens, date-stamps, and distributes incoming daily mail; monitors incoming faxes and delivers to addressees within the department.
16. Other duties as assigned by supervisor.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

A minimum of four years' experience performing secretarial and administrative duties within the Federation, with a similar institution, or indirectly related work with a demonstrated knowledge of the Federation. Demonstrated ability to perform effectively both independently and as part of a team in an environment that is frequently pressured. Demonstrated ability to produce dynamic PowerPoint presentations and to develop and maintain complex data bases.

Education and training (c)

Completion of secondary school (Grade 12) including or supplemented by commercial courses. Up to one year of training in office/secretarial methods and procedures. Broad related experience with microcomputers (Windows, Office suite of programs,) plus advanced course work in PowerPoint and multi-media presentations.

Licences and certificates (c)

None.

Environment (g)

Physical/emotional environment limited to conditions normally associated with office clerical work such as communication skills, equipment operating dexterity, and scheduling pressures as well as stress resulting from time driven emergencies.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Contacts and relationships with all levels of Federation staff are required to provide, exchange, explain, or clarify information, and to obtain co-operation in the provision of services.

Contacts and relationships with persons external to the Federation are a major consideration in the job and require a high degree of tact. Responds to a large volume of enquiries and requests from local officers and members. Liaises with members on workshop development, workshop revisions, and final version of workshop materials.

Communication skills include a requirement for accuracy and understanding of confidentiality.

Machines, equipment and work aids used

Microcomputer (Windows environment, Office suite of programs, Outlook, Microsoft Binder and PowerPoint software), networked laser printers and label printer; telephone, voicemail, photocopiers, fax machines, calculator, overhead projector; Federation policies and procedures, program statements, and resource handbooks and publications.

Positions supervised (e)

None.

Physical and/or mental effort (f)

This position is frequently subject to stress due to the pressures of deadlines, large volumes of work and a high degree of accuracy required.

Working conditions (g)

Occasional disagreeable or undesirable elements are present with the work.