

Job Description/Specification

Identification	J0520	TFEU/BCTF Joint Salary Committee Decisions	
JOB/POSITION TITLE:	Anti-Racism and Anti-Oppression Office Administrative Assistant	FORMER TITLE/DEPARTMENT	N/A
DIVISION/DEPARTMENT	ARAO Office	PAY GRADE	5
SUPERVISOR'S TITLE	Assistant Director of ARAO	DATE APPROVED	Dec 15, 2022

Function and purpose (a)

To provide office management and administrative assistance to the Anti-Racism and Anti-Oppression (ARAO) Office. Required to plan and organize work independently within the scope of work of the ARAO Office. Reports directly to the Assistant Director on work assignments. Ensures that confidentiality and privacy are maintained at all times. Routinely required to handle information that is of a personal, confidential, and sensitive nature.

Principal duties and responsibilities (a)

1. Oversees the organization and operations of the departmental office area including reception duties. Coordinates appointments and the meeting room calendar. Receives, opens, and delivers interoffice and external mail and materials. Maintains monthly photocopy tallies. Ensures the Office is stocked with all necessary equipment and supplies.
2. Provides office management and administrative assistance to the Director and Assistant Director, types and edits a wide variety of internal and external correspondence, memoranda, meeting agendas, brief to ministries, minutes, reports from verbal outlines or written drafts. Prepares cheque requisitions and job order sheets. Inputs, maintains, and processes hardcopy and electronic records and files.
3. Receives, reviews, and tracks correspondence to ensure documentation is complete and language is in compliance with anti-racism and anti-oppression Federation standards; processes for action to ensure timelines as set out in Members' Guide and internal policy are met; communicates directly with members in regard to office projects and processes; sends/receives/confirms receipt of confidential documents.

4. Screens and assesses the nature and specific purpose of incoming telephone and in-person communications and makes appropriate reference where necessary; takes detailed and confidential particulars for the Director and Assistant Director; ensures situations are dealt with in a timely manner and escalates emergent issues to the Director/Assistant Director. Assures privacy and confidentiality to all matters handled within the ARAO Office.
5. Assists in planning, scheduling, and organizing various conferences, institutes, training sessions, and meetings as assigned. Prepares database, processes registrations, makes accommodations arrangements, including travel and hotel, and prepares leaves of absence forms of members and workshop facilitators. Provides follow-up reports as required. Maintains records of facilitators' evaluations, reports of workshops, and other confidential records when required.
6. Liaises with other Federation departments and committee members as needed regarding workflow, minute-taking, report writing, conference calls, meetings, files, and information requests. Ensures confidentiality and conflict of interest concerns that are crucial to the integrity of the process. Provides templates, formatting, and guidance for report writing.
7. Co-ordinates all out of town meetings for the ARAO Office. Negotiates costs for meeting space, accommodation, catering, and equipment rental for meetings and events where required. Reconciles hotel and other billing. Verifies and approves expense vouchers in a timely manner.
8. Prepares and maintains databases for management of information related to committee members, facilitators, chairpersons, contacts and other ARAO Office program/network groups. Maintains/updates and ensures accuracy of computer committee codes and mailing list on the Membership data base.
9. Drafts, copy edits, and submits documents in multiple formats to the Executive Committee on behalf of the ARAO Office.
10. Responsible for privacy retention and destruction of confidential files, which include: photocopying, shredding, filing, and distribution of confidential documents. (Production department services not used).
11. Other tasks as assigned by the Assistant Director and Director.

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 (4) years of experience performing advanced secretarial duties within the Federation, with a similar institution, or indirectly related work with a demonstrated knowledge of the Federation.

Lived, educational, and/or professional experience with anti-racism, anti-oppression and/or justice, equity, diversity, decolonization, and inclusion (JEDDI) initiatives.

Demonstrated ability to work independently to problem-solve and make decisions, to maintain confidentiality, and to perform effectively in an environment that is frequently pressured and emotionally charged while ensuring that standards and deadlines are met.

Excellent human relations/communication skills.

Lived experience and identifying as a member of an equity-deserving group may be given priority in the selection process.

Education and training (c)

Undergraduate Degree, Diploma, or equivalent education, in anti-racism, anti-oppression and/or justice, equity, diversity, decolonization, and inclusion (JEDDI) studies from recognized accredited institution.

Minimum of one (1) year training in office management/administration methods and procedures.

External courses on dealing with difficult situations, privacy, and conflict communications are assets.

Broad related experience with computers (Microsoft Office 365, UnionWare, Livelink, multi-line phone system, etc.)

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. Occurrences of dealing with difficult people due to the emotional and sometimes volatile nature of the work may be required.

Diversity and Accessibility Statements

The BC Teacher's Federation is committed to furthering social justice, diversity, decolonization, equity, and inclusion within our community. Because the BCTF has an affirmative action policy, applicants are encouraged to disclose, on a voluntary basis, whether they self-identify as a member of an equity-deserving group, which includes female, trans* (trans, transgender, transsexual, genderqueer, two-spirit, transwoman, transman), 2SLGBTQIA+ person, visible minority or racialized person, Aboriginal (Indigenous) person, and/or a person with a disability.

The BCTF strives for compliance with the Accessible B.C. Act and ensuring our communities are as barrier-free as possible. Applicants requiring an accommodation are encouraged to contact the hiring manager.

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 and political officers are required to provide, exchange, explain, or clarify information, and to obtain co-operation in the provision of services. Contacts and relationships with local officers and members on a regular basis.

Contacts and relationships with persons external to the Federation are a major consideration in the job and require a high degree of tact, diplomacy, and judgment. Communication skills include a requirement for accuracy and understanding and the constant practice of maintaining confidentiality. Liaises, co-ordinates, and makes a wide variety of arrangements with BCTF members, advisory committees, and other member roles. Develops and maintains contacts and relationships with external agencies for the purpose of negotiating meeting space, accommodation, catering, equipment rental, etc. as well outside legal counsel when required.

Machines, equipment, and work aids used

Microcomputer (Windows environment, Microsoft Office 365) Livelink, UnionWare, fax machines, photocopying machines, calculator, laptop computer setup using intranet/network connections, Lite-Pro projection machine, printer, scanner etc.

Positions supervised (e)

None.

Physical and/or mental effort (f)

This position is subject to the continual stress of a constant high volume of work and handling of members in conflict on a regular basis. There is an expectation to function at a higher level of responsibility and accountability.

The position is in an indoor office environment which requires sitting/standing for up to eight (8) hours daily. Use of computer monitor for up to two (2) consecutive hours. Lifting of up to 25lbs of equipment on infrequent basis.

Working conditions

Physical/emotional environment associated with high stress due to a high volume of varied work, frequent interruptions, imposed deadlines, and the requirement to provide accuracy and ensure confidentiality. Occasional disagreeable or undesirable elements are present due to the emotional nature of the work.