



Canadian Military Colleges Faculty Association (CMCFA) Executive Assistant

The Canadian Military Colleges Faculty Association (CMCFA) -- the certified bargaining agent for approximately 200 faculty members – is seeking a part-time Executive Assistant.

The successful candidate will work under the direction of the President of the Faculty Association to support the work of the Association in the following areas, among others:

- General office duties
- FA membership and Association record-keeping and records management
- Assisting the Treasurer as needed
- FA member services including responding to and directing inquiries
- Assisting with the coordination of FA events
- Supporting the work of the Executive Committee
- Supporting the work of FA Committees
- Supporting the work of Grievance Officers through record-keeping of meetings and grievance files
- Supporting the work of the Bargaining Committee through record-keeping of meetings and bargaining files

Qualifications and Assets:

- University degree or college diploma, or equivalent office management and labour relations experience
- Excellent command of French and English, spoken and written;
- Excellent office management skills including strong record-keeping skills and attention to detail
- Excellent knowledge of the Microsoft Suite of tools (Outlook, Excel, Word) and Adobe
- Strong written and oral communication skills; strong interpersonal skills
- Demonstrated ethical and professional behavior, including a sense of discretion and confidentiality, initiative and good judgment
- Ability to work as a member of a team, and to self-direct and work independently
- Flexibility to meet the need for a sometimes dynamic work environment
- Familiarity with labour relations in a university environment would be an asset

TERMS

- Position begins Feb 22, 2021, and involves 10 months or 43 weeks, at 20 hrs per week
- Office location is at the Royal Military College of Canada, in Kingston, ON. A successful Reliability Screening will be required for the successful applicant
- Remuneration will be commensurate with experience and qualifications

The CMCFA is committed to the principles of equity and diversity. We welcome and encourage applications from members of equity-seeking groups including women, racialized and Indigenous persons, persons with disabilities, and persons of all sexual orientation and gender identities/expressions.

We thank all candidates for their interest; however, only those selected will be contacted for an interview.

Please submit applications electronically, including a cover letter, resume, and the names and email addresses of three professional references by 6:00 pm 7 Dec 2020, to:
execasst@cmcfa-apcmc.ca