



PEEL ELEMENTARY TEACHERS' LOCAL
INVITES APPLICATIONS FOR SECONDMENT TO THE POSITION OF
SECRETARY-TREASURER



This position is a 3-year secondment, to be renewed each year following successful job reviews. The term will begin July 1, 2024. The successful candidate will be released from their teaching duties full time and will be a non-voting member of the PETL Executive.

Candidates shall have:

- a Certificate of Qualification to teach in Ontario and be a member in good standing of ETFO / PETL;
- at least 5 years successful teaching experience;
- a demonstration of Federation involvement;
- a clearly defined philosophy of the role of ETFO;
- strong writing and verbal skills;
- proven leadership skills;
- strong interpersonal skills;
- demonstrated proficiency in SaaS applications such as Publicate, graphic design applications such as Canva, Adobe Acrobat, Google Docs, Microsoft Excel and Word
- experience with web design, online payment platforms, Zoom/GoogleMeet/MS Teams and records database maintenance with an understanding of HTML, CSS and WordPress
- a working knowledge of basic financial spreadsheets.

Preferred qualifications of candidates include:

- PETL Executive and/or committee experience;
- have experience working with and preparing budget and financial reports.

Role responsibilities will include, but not be limited to:

- supervise the maintenance of accurate and detailed financial records of the Local;
- ensure the submission of the year-end audit to the Provincial office;
- prepare and present the annual PETL Budget, as chair of the Finance Committee;
- review insurance policies and contracts for services and products
- prepare PETL communications including the eNews, and messaging to Stewards and Members;
- craft and ensure delivery of direct email correspondence/campaigns to the PETL membership and analyzing correspondence/campaign performance data to suggest improvements to the leadership team;
- posting and managing registrations for PETL professional learning workshops and events;
- manage online payments and maintain receipt and payable records for accurate bookkeeping
- maintaining the PETL website, including member access to the secure area

- ❑ maintaining and updating member contact information in the member records database;
- ❑ process applications for and manage the PETL Professional Learning Funds;
- ❑ train the STPDL Chairs and oversee and coordinate the STPDL Committee & the STPDL Funds for each superintendency;
- ❑ attend and take minutes at Executive meetings, General Membership meetings, Steward meetings and training sessions;
- ❑ present financial reports at Executive meetings and at General Membership meetings.

Candidates are required to submit a letter of suitability for the position, a resume, and the names of three people who may be contacted as a reference. **Applications will be accepted until Monday, May 6, 2024, at 4:00 p.m.** Only selected candidates will be notified of the interview schedule following this date. Interviews will take place the week of May 6th, 2024. You will receive confirmation of receipt of your application.

Please contact jessicac@etfopeel.com if you do not receive confirmation of receipt by Monday, May 6th at 7:00 p.m.

Please contact President Jessica Cooper for any additional information you might require, at jessicac@etfopeel.com. Applications must be submitted in confidence to Jessica Cooper.

ETFO / PETL is an equal opportunity employer. As such, it encourages groups who have been historically disadvantaged with respect to employment to apply for positions in the Federation.
Individuals are encouraged to self-identify.