



New Brunswick
Teachers' Federation
Fédération des enseignants
du Nouveau-Brunswick

AVAILABLE POSITION

Administrative Support

Reporting to the Deputy Executive Director of the New Brunswick Teachers' Federation (NBTF), the incumbent will be responsible for the administrative management of the office and for providing administrative support to the administrative staff of the organization.

Conditions of employment

- Hours of work: 32.5 hours per week (8:30 am–4:00 pm)
- Workplace: Fredericton (650 Montgomery Street)
- Salary: According to current salary scales with competitive benefits
- Start Date: July 1, 2025 (or at a mutually acceptable date)

Requirements and Competencies

- Two (2) years of post-secondary education in secretarial duties, office administration, or a related field
- Good knowledge of the MS 365 Office Suite (Word, Outlook, PowerPoint and Excel)
- Ability to work with virtual meeting platforms (Teams, Zoom, etc.)
- Proficiency English and good knowledge of French (spoken and written)

Desired Qualities

- Respect for confidentiality and professional ethics
- Good organizational and planning skills
- Demonstrate autonomy
- Ability to manage the unexpected and work under pressure

Please send your resume by email to caroline.foisy@nbtffenb.ca, by June 6, 2025.

**Only successful applicants will be contacted.*

Diversity, equity and inclusion are at the heart of our values. We encourage applications from individuals of all backgrounds.

The NBTF is dedicated to advise and assist its members, and to protect the working conditions of the teaching profession by negotiating improvements to teachers' social and economic well-being.