



Ontario Confederation of University Faculty Associations  
Union des associations des professeurs des universités de l'Ontario

# Job Posting: Speech Writer and Special Projects Coordinator

Permanent, Regular, Full-Time Position (Policy Level A)

Deadline: **5:00 p.m. on Tuesday, November 28, 2023**

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Working under the supervision of the Executive Director, the successful candidate for Speech Writer and Special Projects Coordinator will assist with speaking notes and speech writing, coordinating and organizing OCUFA's meetings, events, and special projects on behalf of Ontario's university faculty and academic librarians. The Speech Writer and Special Projects Coordinator will be part of a dynamic team of policy staff who work collaboratively to deliver the services required to meet OCUFA's mandate, provide support for OCUFA's member organizations, and assist in related advocacy initiatives.

## About OCUFA

Founded in 1964, OCUFA represents 17,000 university faculty, academic librarians, and other academic professionals in 30 member organizations across Ontario. It is committed to enhancing the quality of higher education in Ontario and recognizing the outstanding contributions of its members toward creating a world-class university system. For more information, please visit the OCUFA website at [www.ocufa.on.ca](http://www.ocufa.on.ca).

## Areas of Responsibility

### Speech Writing

- Preparing speaking notes, correspondence, reports, and briefing notes for OCUFA's President, Executive Director, Executive members, relevant committees, and others as assigned.

### Special Project Support

- Providing policy, research, communications, and administrative support to specific special projects undertaken by OCUFA, including, but not limited to:
  - Assisting in the development of the goals and strategic direction for

- projects and conferences;
  - Drafting and implementing work plans;
- Developing and maintaining relationships with committees, associations, organizations, individuals, and staff relevant to projects;
  - Drafting project reports;
  - Liaising with the Executive Director to keep track of budgets and expenditures, and identifying funding opportunities; and
  - Monitoring, reporting on, and providing analysis on legislation, regulations, programs, and policy directions that impact projects undertaken.

### **OCUFA Committee Support**

- Staff support for OCUFA committee(s), as assigned:
  - Assisting in the development of the goals and strategic direction the committee including developing workshops and planning trainings; and
  - Communicating with committee members, sharing resources, and developing relationships with other committees; and
  - Support the committee chair and assigned staff on undertaking committee work.

### **Executive Director, Board, and Executive Support**

- Assisting with the coordination of work in the Executive Director's office, as assigned, including, but not limited to:
  - Administrative, communications, and research support;
  - Preparing materials for Executive, Board, staff and other meetings and liaising and coordinating with other staff involved in the production and distribution of meeting materials;
  - Assisting with coordination of OCUFA's meetings, conferences, events, with other OCUFA staff.
- Representing OCUFA at meetings where appropriate.
- Other duties may be assigned from time to time as the needs of OCUFA, or its circumstances, change. Such duties shall be discussed prior to assignment to ensure compatibility with workload and area of expertise.

## **Skills and Requirements**

- Demonstrated experience with executive and strategic communications, detail oriented and accurate proofreading skills, a good understanding of public speaking;

- Ability to distill, synthesize, and filter a large amount of information in a succinct and accessible manner with a keen understanding of audience demographics, interests, and beliefs;
- A superior level of computer literacy;
- Demonstrated knowledge and experience in project management and office coordination, including the ability to multitask and prioritize work in a fast-paced environment with multiple deadlines;
- Critical thinking on complex problems with a solutions-oriented approach;
- Excellent organizational, communication, and analytical skills and an understanding of advocacy, research, and critical policy analysis;
- An understanding of, and commitment to, social justice and equity related issues, particularly those that may impact the university sector;
- Knowledge and experience with Ontario labour unions and the broader labour movement in Canada;
- A minimum of a bachelor's degree (graduate degree preferred), and 5 years experience within advocacy organizations, labour unions, research institutes, public sector agencies, or professional associations, or the equivalent combination of education and work experience; and
- Ability to work on projects individually and in collaboration with other staff members independent of supervision.

This is a permanent, regular, full-time position, classified as Policy Level A, as defined in the terms and conditions of employment governed by the Collective Agreement between OCUFA and CUPE Local 1281. The salary range for this position is \$99,624.90 to \$118,785.94. Full benefits are offered in accordance with the Collective Agreement. All OCUFA staff act under the direction and authority of the Executive Director.

This position is based at the OCUFA office in Toronto, Ontario, with the option of a weekly hybrid work arrangement as detailed in the Collective Agreement. Occasional travel and weekend work will be required.

OCUFA is a unionized and equal-opportunity employer that is committed to the principle of employment equity and welcomes diversity in the workplace.

Please submit your cover letter, resume, and the names of three references, packaged in one PDF, to [applications@ocufa.on.ca](mailto:applications@ocufa.on.ca) by **5:00 p.m. on Tuesday, November 28, 2023**.

Jenny Ahn

Executive Director

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