The New Brunswick Teachers’ Association invites applications for a

STAFF OFFICER - COMMUNICATIONS

The New Brunswick Teachers’ Association is a professional organization of approx. 6,000 teachers. The Association offers support and service in the areas of professional stewardship and responsibility, economic services, professional learning, and advocacy. The Association maintains a central office in Fredericton.

Responsibilities: Staff Officers provide advice, assistance, and support to individual teachers, school staffs and local branches; represent the teaching profession in numerous forums; and participate in policy and program development. These highly challenging positions with the Association carry much responsibility within the education community, and require substantial travel, time beyond normal working hours, often on evenings and weekends.

The Staff Officer – Communications is responsible to direct all internal and external communications for NBTA, including publishing and distributing all print materials (bulletins, posters, etc), developing videos, an electronic annual report, and act as Editor of NBTA News. In addition, the successful candidate must have experience in media relations and be able to manage all NBTA interaction with the media, direct NBTA’s social media presence, oversee the NBTA website, direct and advise on political action programs, conduct public relations/ advertisements promoting the work of teachers and provide writing support for the NBTA President. The successful candidate must be able to demonstrate a commitment to excellence & professionalism, and be highly motivated to meet the needs of teachers. This staff officer will also be responsible for Branch liaison, and may be assigned responsibility for tasks related to a variety of teacher issues. The ability to provide technology support would be considered an asset.

Qualifications: The successful candidate will meet many of the following criteria:

- possess a Bachelor of Education degree, teaching experience and have a demonstrable record of leadership, teamwork and lifelong learning;
- be knowledgeable about media relations, website and social media development, and all facets of organizational communication;
- possess the energy and resourcefulness to meet the demands of the position with a minimum of supervision and direction;
- demonstrate excellence in communication, building relationships, problem-solving and dealing directly with sensitive situations;
- possess superior oral, written, and presentation skills and the ability to work collaboratively to meet daily deadlines; and
- have an understanding of the educational and professional issues facing teachers in New Brunswick and Canada

**THIS IS A PERMANENT, FULL-TIME POSITION BASED IN FREDERICTON**

Duties will commence on January 6, 2020 or earlier, if possible.

Salary
Negotiable within the NBTA Administrative Staff Agreement, available on the NBTA Members’ Only website or on request.

Benefits
Annual Vacation of five (5) weeks, plus Pension, Sick Leave, Group Insurance and other benefits.

Applications
Will be received up to and including **Friday, September 6, 2019 at 4:00 pm**.

Please include a letter of application, complete resumé of professional qualifications and experience, transcripts, and the name and contact information (email & phone) of at least three references, at least one of whom must have supervised the applicant within the three-year period immediately prior to the application.

**PREFERENCE WILL BE GIVEN TO SUITABLE CANDIDATES WHO ARE NBTA MEMBERS.**

Applications (marked “confidential”) must be submitted electronically to:

Larry Jamieson, Executive Director  (larry.jamieson@nbta.ca)
New Brunswick Teachers’ Association
650 Montgomery Street, P.O. Box 752,
Fredericton, NB   E3B 5R6