



**Syndicat des étudiant.e.s employé.e.s de l'Université d'Ottawa  
Union of Student Workers at the University of Ottawa**

UCU 303, 85 Université / University Private, Ottawa, ON, K1N 6N5  
613.562.5345 • info@2626.ca • 2626.ca

## **Job Offer**

# **Communications Coordinator**

## ***Temporary contract with possibility of permanency***

The Canadian Union of Public Employees (CUPE) 2626 represents the Teaching and Research Assistants at the University of Ottawa. Its 4000 members support the education and research missions of the uOttawa community, and are the cornerstone of the quality of the experience for more than 40 000 students.

**CUPE 2626 is seeking a bilingual Communications Coordinator for a full-time (35 hours per week) temporary contract. Candidates still in school who wish to work part-time while they complete their studies may be accommodated.**

**This contract can lead to permanent employment.**

Under the supervision of the Union officers and in collaboration with union staff, the Communications Coordinator develops communication tools and strategies to promote the union to its members, and works to improve the working conditions of the Union's members.

## **Responsibilities**

- Prepare newsletters to the membership
- Be an initial point of contact for press-related concerns and requests for media-related information
- Create and coordinate visual, video and publicity materials for the Union (ex.: posters, fliers, swag)
- Answers questions coming from the Membership, and helps members in solving problems
- Assist Officers with correspondence
- Liaise with CUPE and other labour organizations
- Prepare communications related to General Assemblies
- Aid the Union officers in the course of their duties
- Support the work of the Stewards' Council and the Executive Board
- Develop strategies to improve the Union's communications

## **Main qualifications**

### ***Academic and technical skills***

- University degree/College diploma in communication, journalism, public relations, marketing, advertising or equivalent experience
- University degree/College diploma and/or experience in labour relations will be considered an asset



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- Professional knowledge of various software and apps such as *G Suite (Google)*, *Adobe software*, *Content Management Systems (CMS)*, *Mailchimp*, etc.
- Written and oral communication skills in both English and French are essential
- Demonstrate the ability to present diverse materials effectively

### **Personal and Social Skills**

- Demonstrate sensitivity on issues related to equity
- Knowledge of the accessibility standards of the University of Ottawa and the Province of Ontario
- Possess strong interpersonal skills
- Knowledge of the role, objectives and activities of labour unions
- Knowledge of issues related to the workers at the University of Ottawa
- Be creative and open-minded
- Ability to work independently and cooperatively within a team environment
- Demonstrate attention to detail

### **Work conditions**

- Full-time (35 hours per week) temporary contract (one year)
- Opportunity to work part-time time to finish your studies (max September 2019)
- Can lead to permanent employment
- Hourly wage: \$30.30/h
- Unionized position that includes other benefits as per the Collective Agreement
- **Anticipated start date: January 7, 2019**

### **Application procedure**

We ask applicants to send us **in electronic format**, the following documents:

1. Their *Curriculum Vitae* (maximum 2 pages), and
2. A cover letter in which they describe how their experiences can contribute to an academic labour union (maximum 1 page).

Applicants must submit their application **no later than Sunday, December 9, 2018 at 11:59 p.m.**, to the following email address: **jobs@2626.ca**.

Please indicate in the subject line the following: **JOB-COMMUNICATIONS COORDINATOR**

Preference will be given to members and former members of CUPE 2626.

Thank you for your interest in CUPE 2626. We will only contact the candidates selected for an interview, which will take place **Friday, December 14**.



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For more information about the union, visit [2626.ca](http://2626.ca)

## **Equity Employment Statement**

CUPE 2626 is committed to equity in its policies, practices, and programs, supports diversity in its work environments, and ensures that applications from members of underrepresented groups (ex.: gender, sexual orientation, physical ability, culture, minority, etc.) are seriously considered.

All qualified individuals who would like to contribute to the further diversification of our Union community are encouraged to apply. Applicants are encouraged to self-identify as a member of these groups.