



**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

Union 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 Union Coordinator for a part-time (20 hours per week), temporary (six months) contract.

This contract can lead to full-time permanent employment.

Under the supervision of the Union officers and in collaboration with union staff, the Union Coordinator is generally occupied with coordinating the work of the Union's Bargaining Units, decision-making bodies, and elected officers. Most tasks are thus focused on internal and external labour relations.

Responsibilities

- Assists the President or their delegate on internal and external labour relations
- Assists in membership and Union meetings preparation
- Liaises with CUPE and all other organizations regarding labour relations
- Coordinates labour relations with the University of Ottawa
- Prepares a pre-bargaining document that includes articles of the collective agreement suggested for amendment
- Coordinates the bargaining process under the supervision of the chair of the bargaining committee
- Supports the administrative work of the chair of the bargaining committee.

Main qualifications

Academic and technical skills

- University degree/College diploma in human resources management, labour relations, or equivalent experience
- Strong knowledge of relevant legislation and collective bargaining agreements. (i.e. Employment Standards Act, Labour Relations Act, Human Rights Code)
- Experience in labour relations for a union or in activism for a non-profit organization would be considered an asset
- Proven negotiation and strong mediation skills would be considered an asset



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- Written and oral communication skills in both English and French are essential

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

- Part-time (20 hours per week), temporary (six months) contract
- Can lead to full-time permanent employment (35 hours per week)
- 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-UNION 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**.

For more information about the union, visit 2626.ca



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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.