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August 19, 2019

**Permanent Full Time Executive Administrative Assistant, CUPE Ontario Office**

CUPE Ontario is seeking a permanent full time executive administrative assistant to the President's office.

If you have a deep sense of social justice, have experience or interest in the trade union movement, experience supporting senior elected officials, are a critical thinker and self starter who works well as part of a team and operates within an anti-racist, anti-oppression framework then this opportunity is for you.

**Internal / External applicants are invited to apply for the position by August 26, 2019 at 5:00pm (EST).**

CUPE Ontario's mission is to advance the lives of 270,000 members all across Ontario, both at work and in their communities, by mounting campaigns for political mobilization, facilitating the coordination of collective bargaining, and fighting for social justice, equality, and against all forms of discrimination.

As Ontario's largest public-sector union, we have a deep commitment to strengthen and continue to build public services for the citizens of our province, and we see the fight against privatization and austerity tactics as integral to all that we do. We work strongly in coalition with community groups and other unions to achieve our goal. As the political wing of Canada's largest union, political action and equity work are central to all aspects of our action plan which is developed and passed each year directly by the membership of our union. We resist austerity policies and tactics that remove government from activities that benefit people, and in turn create staggering economic inequality and the loss of quality public services and decent jobs for all workers in Ontario.

CUPE Ontario's Political Division is in the process of exciting growth and development and we are looking for individuals with the skills, abilities and stamina to support our political campaigns. CUPE Ontario is committed to building a strong and diverse organization that is reflective of our members and society at large.

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**Fred Hahn**  
President

**ONE STRONG VOICE**

**Candace Rennick**  
Secretary-Treasurer

## **SUMMARY OF DUTIES**

Applicants should have an excellent knowledge of general office work and demonstrated experience supporting senior officials. Candidates to this position must be able to perform with accuracy and minimum supervision, the following duties, among others:

### Supporting the President's office:

- Receive incoming calls and place outgoing calls on behalf of the president's office responding to inquiries and providing information to staff, members, and government with tact and diplomacy;
- Review correspondence on a daily basis and refer to the appropriate person and initiate reply as required;
- Provide administrative support to the President's Executive Assistant;
- Respond and track member inquiries and issues on behalf of the president's office, maintain good member relations and solve problems;
- Routinely track issues and determine the best course for resolution, refer and follow up to ensure that a resolution has been reached;
- Set up and maintain accurate and orderly manual and computerized information filing systems;
- Maintain multiple calendars in outlook;
- Compose correspondence on behalf of the president's office;
- Communicate regularly on behalf of CUPE Ontario with community groups, coalitions, and other labour groups;
- Coordinate travel and accommodation arrangements; schedule meetings and appointments for both the President and Executive Assistant to the president;
- Coordinate the president's schedule to accommodate competing priorities;
- Collaborate with the political liaison to arrange meetings with Minister's and MPP's;

### Supporting the Executive Board

- Support the executive board with travel arrangements, assisting with reports, and other issues as they arise;
- Routinely prepare for executive board meetings and take minutes as required;

### General Duties

- Operate fax, postal, copiers and word processing equipment;
- Other related duties may be assigned;
- Prepare reports (MS Word, Excel, Member database and other programs as required);

## **QUALIFICATIONS**

- We require post-secondary education in a relevant field or an equivalent combination of education and directly-related experience;
- Ability to effectively establish priorities and meet deadlines while working in a high pressure work setting as demonstrated through experience in progressively responsible assignments;
- Experience working with a variety of computer software applications including MS Word and Excel. Advanced word, excel and database processing skills are essential;
- Initiative, demonstrated organizational abilities, a high degree of accuracy, and the ability to work with a minimum of supervision;
- Above average oral and written communication skills in the English language;
- Bilingualism in French would be a strong asset;

**Conditions of employment are set out in the collective agreement between CUPE Ontario and COPE Local 343.**

**Weekly Salary:** \$1678.96 weekly

**Hours of Work:** The successful candidate must be available to work flexible hours including evenings and occasional weekends as required.

**Applications:** Persons interested should send their resume and covering letter to CUPE Ontario, 80 Commerce Valley Drive East, Markham, Ontario L3T 0B2 attention: Meaghan Dixon, Coordinator of Operations. Applications will be accepted via e-mail at [mdixon@cupe.on.ca](mailto:mdixon@cupe.on.ca) no later than August 26, 2019 at 5pm Only short-listed candidates will be contacted.

***CUPE Ontario is committed to employment equity, and encourages applications from Aboriginal people, persons with disabilities, people from racialized or racial minority communities, immigrants and refugees, Francophones, Lesbian, Gay, Bisexual, Transgendered or Transsexual people, and women.***

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