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April 9, 2021

CUPE Ontario is seeking Casual Administrative Support.

If you have a deep sense of social justice, have experience or interest in the trade union movement, critical thinker and self starter who works well as part of a team, projects, and operates within an anti-racist, anti-oppression framework then this opportunity is for you. CUPE Ontario is seeking casual administrative support on an on-call basis.

Applicants are invited to apply for the position by April 20, 2021 at 4:00pm (EST).

CUPE Ontario's mission is to advance the lives of 280,000 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 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 as integral to all that we do. We work strongly in coalition with community groups and other unions to achieve our goals. 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.

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.

Position Description: The casual administrative support will be contacted on an as needed basis. The role of casual office support person is to provide office support to members and staff as it relates to carrying out the vision, goals and respective administrative duties of CUPE Ontario.

Summary of Duties: To support with general administrative duties. This may include mailings, filing and other administrative duties.

Start Date: Immediate and ongoing Hourly Rate: \$24.70 plus 12% in lieu of benefits and 4% in lieu of vacation. Conditions of employment are set out in the Collective Agreement between CUPE Ontario and COPE Local 343.

Hours of Work: CUPE Ontario's regular working day consist of six hours between the hours of 9am and 5pm. The successful candidates will be contacted on an on-call basis.

Applications: Persons interested should send their resume and cover letter in word or PDF. Applications will be accepted via e-mail with "Casual Administrative Support" in the subject line to the attention of Meaghan Dixon, Operations Coordinator at jobs@cupe.on.ca no later than April 20, 2021 at 4:00pm EST.

We thank all interested applicants; only short-listed candidates will be contacted. CUPE Ontario welcomes the contributions that individuals from equality seeking communities bring to our organization and invites aboriginal people; people of colour; women; gays, lesbians, bisexuals, queer oriented people; transgender and transsexual persons; single parents; members of ethnic minorities; newcomers and/or refugees; people with disabilities; and people of all ages to apply.

We encourage all applicants to describe the contributions and experiences they as individuals who identify as equality seekers would bring to CUPE Ontario in their cover letter.

Those applicants that are CUPE members are also encouraged to identify this information in their cover letter.

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