



80 Commerce Valley Drive E, Suite 1
Markham, ON L3T 0B2
Phone: 905-739-9739 • Fax: 905-739-9740
Web: cupe.on.ca E-mail: info@cupe.on.ca

July 8, 2022

Temporary Full-Time Administrative Assistant Cupe Ontario Office

Cupe Ontario Division is seeking a temporary full-time administrative assistant.

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

External applicants are invited to apply for the position by Friday July 22, 2022 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 and 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 closely 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 individual 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.

Job Responsibilities

Applicants should have a very good knowledge of general office work and be able to perform with accuracy and minimum supervision the following duties, among others:

- Support and assist with a variety of province-wide campaigns, elections, and membership development activities.
- Provide ongoing support to Cupe Ontario staff, elected officials, member activists and member book-offs.

Fred Hahn
President

BUILDING A BETTER ONTARIO

Yolanda McClean
Secretary-Treasurer

- Receive incoming calls, place outgoing calls, respond to general enquiries and provide general information to elected officers, staff, local unions, members and the public as required.
- Receive, process and distribute incoming and outgoing mail, inventory, and courier deliveries as required.
- Review correspondence and refer to appropriate person or initiate reply as required.
- Respond to members' inquiries, maintain good member relations and solve problems.
- Ensure that membership information is entered and updated daily into the database system.
- Maintain accurate and orderly electronic and hardcopy filing systems, including updated membership information.
- Prepare reports (MS Word, Excel or other applications) from member database as needed.
- Attend meetings and take accurate minutes and/or notes as required.
- Compose professional correspondence as required.
- Coordinate travel and accommodation arrangements; schedule meetings and appointments as required, and prepare book-offs letters for Cupe Ontario.
- Assist with the coordination and logistics of events.
- Operate fax, postal equipment, copiers, and word processing equipment.
- Other related duties as assigned.

Required Experience

- We require post-secondary education in a relevant field or an equivalent combination of education and directly related experience.
- Demonstrated proficiency in Microsoft Office (Word, PowerPoint, Excel, and Outlook), databases, Internet and online video teleconferencing software.
- Experience booking meetings and maintaining shared calendars in Outlook.
- Above average oral and written communication skills in English.
- Experience relating to special events, meetings or conferences planning would be an asset.
- Proven ability and demonstrated experience and understanding of working in an anti-racist and anti-oppression framework; experience working with people of diverse backgrounds and cultures.
- Sound interpersonal and political communication skills appropriate to providing a quality staff and member experience, including the ability to establish and cultivate respectful relationships with people from diverse backgrounds.
- Ability to effectively establish priorities and meet deadlines while working in a high-pressure work setting, and demonstrated experience in progressively responsible assignments.
- Membership support focus with the ability explain processes and procedures.
- Initiative, demonstrated organizational abilities, a high degree of accuracy, and the ability to work with a minimum of supervision.
- The successful candidate must be prepared to work outdoors in all weather conditions assisting with the coordination of rallies and other events.
- Experience and stamina working in a fast-paced environment on multiple simultaneous projects.

- Ability to work independently and exercise good judgment.
- Ability to demonstrate Cupe Ontario's core values in the day-to-day work.
- Desire to lead and work effectively as part of a team.
- Ability to carry out plans with sound independent judgment and minimum supervision.
- Bilingualism is an asset.

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

Weekly Salary: \$1,407.03.

Hours: 30 hours per week, 6 working hours per day, between 9am and 5pm.

This is temporary position for an undetermined amount of time. A minimum of 2 weeks of notice provided at the end of the term.

Applications

Applications will be accepted via e-mail at no later than Friday July 22, 2022 at 4p.m.

Please email your resume to jobs@cupe.on.ca with "Temporary Full Time Administrative Assistant" in the Subject Line. We also ask that if you identify as an individual from one of the equality seeking communities listed below that you highlight this information for us in your cover letter.

Cupe Ontario welcomes the contributions that individuals from equality seeking communities bring to our organization and invites Indigenous people; Black and racialized people; 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.

cope 343