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April 24, 2024

Temporary Full-Time Administrative Assistant Cupe Ontario Office

If you are a critical thinker and self-starter who works well as part of a team, has administrative experience, a strong interest and experience in the trade union movement and/or progressive organizations, possesses exceptional communications skills, and works well within an anti-racist and anti-oppression framework, we encourage you to apply for this position.

Canadian Union of Public Employees (CUPE) Ontario is seeking a temporary full-time Administrative Assistant.

Internal / External applicants are invited to apply for the position by May 3, 2024, at 4pm.

CUPE Ontario's mission is to advance the lives of 290,000 members across the province, 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 is looking for an individual with the skills, abilities and stamina to support our political work. CUPE Ontario is committed to building a strong and diverse organization that is reflective of the diversity of our members and society at large. Therefore, applicants from all equity deserving communities are strongly encouraged to apply.

Position Description

The Temporary Full-Time Administrative Assistant will carry out the day-to-day administrative functions that are required to achieve the goals set out by our membership. This work supports campaign work that addresses worksite issues, politics, public policy, and other issues affecting the lives of workers in Ontario. This role engages directly with our membership and supports their participation in CUPE Ontario conferences, events and activities.

Fred Hahn
President

BUILDING A BETTER ONTARIO

Yolanda McClean
Secretary-Treasurer

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.
- 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 (Microsoft 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 and track member time off letters for CUPE Ontario activities.
- Assist with the coordination and logistics of events.
- Operate postal equipment, copiers, and a variety of computer equipment.
- Other related duties as assigned.

Required Experience

- We require a 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 virtual meeting software.
- Experience coordinating and 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.
- A valid Ontario driver's license would be an asset.

Start date & Term of position: This position starts in May 2024 for up to 18 months. This is a temporary full-time position.

Weekly Salary: \$1, 533.59 per week. Please note: The Canadian Office & Professional Employees Union (COPE) posted salaries are not negotiable, consistent with our commitment to inclusive hiring practices and Collective Agreement.

Benefits, pension, and conditions of employment are set out in the Collective Agreement between CUPE Ontario and COPE Local 343.

Hours of Work: The successful candidate must be available to work Monday to Friday. 9am – 5pm each day at our office.

Cupe Ontario office is located on the traditional territory of many nations including the Mississauga's of the Credit, the Anishinaabeg, the Chippewa, the Haudenosaunee and the Wendat peoples.

Applications: Persons interested should send their resume and cover letter in PDF. Applications will be accepted via e-mail with “Temporary Full-Time Administrative Assistant” in the subject line to the attention of Meaghan Dixon, Operations Coordinator at employment@cupe.on.ca no later than May 3, 2024, at 4:00pm EST.

We thank all interested applicants; only short-listed candidates will be contacted.

CUPE Ontario welcomes the contributions that individuals from equity deserving communities bring and invites Indigenous people; black and racialized people; women; gay; lesbian; bisexual, and /or queer identified people; transgender and transsexual persons; single parents; newcomers and/or refugees; people with disabilities; and people of all ages to apply. We strongly encourage all applicants to describe in their cover letter the contributions and experiences they would bring to CUPE Ontario as individuals who identify as belonging to an equity deserving community. Those applicants that are CUPE members are also encouraged to identify this information in their cover letter.