

June 17, 2025

Temporary Full Time Executive Administrative Assistant, CUPE Ontario Office

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

If you are a critical thinker and self-starter who works well as part of a team, has campaign 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.

External applicants are invited to apply for the position by June 27, 2025, 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.

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;

Fred Hahn
President

ONE STRONG VOICE

Yolanda McClean
Secretary-Treasurer

- 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;

Salary: \$1,952.23 per week. 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 flexible hours including evenings and weekends as required.

Anticipated Start Date: Immediate.

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

Applications: Persons interested should send their resume and cover letter in Word or PDF. Applications will be accepted via e-mail, with "Temporary full-time executive administrative assistant" in the subject line, to the attention of Meaghan Dixon, Operations Coordinator, at employment@cupe.on.ca, no later than June 27, 2025 at 4pm.

CUPE Ontario welcomes the contributions that individuals from equity deserving communities bring and invites Indigenous people; black and racialized people; women; people with disabilities and 2SLGBTQI+ 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.

The COPE posted salaries are not negotiable, consistent with our commitment to inclusive hiring practices and Collective agreement.

The CUPE Ontario's 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.

This position can occasionally work from home but is required to work in the office the majority of time to attend a variety of in-person meetings and events.

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