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September 10, 2026

CUPE Ontario Division is seeking a Temporary Coordinator of Operations

If you have a deep sense of social justice, have experience in the trade union movement, and are an exceptional organizer, critical thinker and self starter who works well as part of a team, loves projects, processes, and systems and operates within an anti-racist anti-oppression framework then this opportunity is for you. CUPE Ontario is seeking a Coordinator of Operations to oversee the implementation of internal systems and processes and to support the organization in the areas of human resources, communication and administration.

CUPE Ontario's mission is to advance the lives of our 300,000 members 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 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 an individual with the skills, abilities and stamina to manage our operations. CUPE Ontario is committed to building a strong and diverse organization that is reflective of our members and society at large. Therefore, applicants from all equity deserving communities are strongly encouraged to apply.

Overview of Job Requirements

- Implement and execute all CUPE Ontario Division strategic and functional planning initiatives;
- Manage all personnel functions of the administrative staff;
- Coordinate the administrative activities and provide leadership for the administrative team, re-prioritizing when required;
- Identify and resolve administrative issues with recommendations;

- Lead and coordinate administrative projects including developing project plans, determining priorities and assigning work tasks to team members;
- Manage and organize office systems and processes;
- Develop and implement internal systems and processes to improve effectiveness;
- Develop and maintain Human Resources systems that are consistent with the collective agreement, Board policies and directives, and the provisions of all applicable legislation and regulations;
- Develop and implement administrative policies, procedures and processes that support the needs of the organization, the action and strategic plans, and its stakeholders;
- Manage the recruitment and hiring process for administrative staff;
- Manage the development of administrative orientation programs and packages for new staff and back-off workers;
- Ensure the training and development needs for all related staff are identified and appropriate training and development workshops and human resource strategies are utilized;
- Assist in the development of information and communication systems;
- Lead and organize CUPE Ontario's largest annual event, the CUPE Ontario Convention, which occurs in the last week of May, sometimes into the first week of June.

Skills and Abilities:

- Excellent knowledge of a range of administrative systems and services;
- Possess an understanding of information systems and technology;
- Demonstrable project management skills;
- Solid supervision and support skills;
- Superior organizational and coordination skills;
- Strength in prioritizing and goal setting, with the ability to handle multiple tasks simultaneously;
- The ability to research, analyze and synthesize information;
- Integrated motivational team building and management skills;
- Strong communication skills;
- Proven conflict resolution and mediation skills;
- Experience in organizational capacity building and anti-oppression change work;

Minimum Requirements:

- Solid working knowledge of the labour movement, applicable legislation and best practices within the sector;
- 3 - 5 years of direct supervisory/management experience in a unionized work environment;

- Minimum of 3 years' previous experience in senior project management with direct responsibility for project development, management and execution;
- Solid computing skills including a strong knowledge of Microsoft Office applications;
- Post-secondary degree/diploma in a related field or equivalent working and educational experience;
- Proven, demonstrable ability in anti-oppression change work;
- Proven, demonstrable ability with the application of change management frameworks;
- The successful candidate must be available to work flexible hours including evenings and occasional weekends as required.

Salary: \$2,781.49 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: September 2026. We anticipate the term of this position to be 6 – 12 months in duration.

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 Coordinator of Operations" in the subject line, to the attention of Kelly Belbin, Coordinator of Operations (T), at employment@cupe.on.ca, no later than September 20, 2026, at 4pm.

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.

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