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

November 17, 2026

CUPE Ontario is seeking a Temporary Full-Time Administrative Assistant (on-site)

Internal and External Application Deadline: November 27, 2026 at 4:00pm (EST)

If you have a strong commitment to social justice, an interest in or experience with the trade union movement, and the ability to think critically, take initiative and work effectively as part of a team, this opportunity may be for you.

CUPE Ontario is seeking a Temporary Full-Time Administrative Assistant to support our political campaigns, membership development activities and day-to-day operations. The successful candidate will be organized, detail-oriented, and committed to working within an anti-racist and anti-oppression framework.

CUPE Ontario's mission is to advance the lives of 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 advocating for social justice and equality and an end to 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 is in the process of exciting growth and development, and we are looking for an 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.

Overview of Job Responsibilities

- Supporting and assisting with a variety of province-wide campaigns, elections, and membership development activities
- Providing ongoing support to CUPE Ontario staff, elected officials, member activists and members on book-off assignments

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- Coordinate travel and accommodation arrangements, scheduling meetings and appointments and preparing book-offs letters for CUPE Ontario and members
- Receiving incoming calls, making outgoing calls, responding to general inquiries and providing information to elected officers, staff, local unions and members
- Responding to member inquiries, maintaining positive member relations and resolving problems
- Preparing reports from membership database using Microsoft Word, Excel and other applications as required
- Entering and updating membership information in the database
- Maintaining accurate and organized electronic and hard copy filing systems
- Composing and reviewing correspondence, referring matters to the appropriate individuals and preparing responses as required
- Operating office equipment including copiers/printers, mail machines and word processing equipment
- Receiving, processing and distributing incoming and outgoing mail, inventory and courier deliveries
- Assist with event coordination and logistics

Minimum Qualification and Requirements

- Post-secondary education in a relevant field or an equivalent combination of education and directly related experience
- Above average oral and written communication skills in English
- Proficiency in Microsoft Office applications including Word, PowerPoint, Excel, and Outlook, as well as databases, internet tools and online video conferencing software
- Experience scheduling meetings and maintaining shared calendars in Outlook
- Experience in planning or coordinating events, meetings or conferences is considered an asset
- Demonstrate understanding of and experience working within an anti-racist and anti-oppression framework including experience working with people from diverse backgrounds
- 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
- A strong commitment to member support including the ability to explain processes and procedures clearly

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- Excellent organizational skills, initiative, a high degree of accuracy and the ability to work with minimum supervision
- The ability to establish priorities, manage competing deadlines and work effectively in a high-pressure work environment
- Experience working in a fast-paced environment while managing multiple projects simultaneously
- The ability to work independently, exercise sound judgment and carry out plans
- A commitment to demonstrating CUPE Ontario's core values in day-to-day work
- The ability and desire to contribute to a team and work collaboratively toward shared goals
- A willingness and ability to work outdoors in all weather conditions while assisting with the coordination of rallies and other events
- Bilingualism is considered an asset

Weekly Salary: $1,713.08 per week. Conditions of employment are set out in the collective agreement between CUPE Ontario and COPE Local 343

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

Term: This is temporary position with an anticipated duration of six months to one year starting December 2026. A minimum of 2 weeks of notice is provided at the end of the term.

Application Process

Applications will be accepted via e-mail no later than November 27, 2026 at 4pm (EST).

Please email your cover letter and resume to employment@cupe.on.ca with "Temporary Full-Time Administrative Assistant" in the subject line to attention of Kareena Kawall, Coordinator of Operations (T).

CUPE Ontario welcomes the contributions that individuals from equality seeking communities bring to our organization. We encourage applications from Indigenous people; Black and racialized people; women; gay, lesbian, bisexual, queer, transgender and transsexual people; single parents; members of ethnic minorities; newcomers and/or refugees; people with disabilities; and people of all ages.

In your cover letter, please indicate if you identify as an individual from one of the equalities seeking communities listed below, should you wish to share this information.

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

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