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November 18, 2026

CUPE Ontario is seeking a Permanent Part-Time Administrative Assistant - Admin/ Events (on-site)

If you are a critical thinker and self starter who works well as part of a team, has experience with event planning for large groups, has experience and interest in the 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.

CUPE Ontario is seeking a Part-Time Administrative Assistant – Admin/Events to assist with CUPE Ontario's member-based events.

Internal / External Applicants are invited to apply for the position by November 28, 2026 at 4pm (EST)

CUPE Ontario's mission is to advance the lives of 300,000 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.

We are looking for an individual with the skills, abilities and stamina to coordinate events. 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.

The Events Administrative Assistant will support the Events Coordinator in the planning, coordination, and execution of conferences, meetings, and related events. This role requires strong attention to detail, excellent organizational skills, and the ability to manage multiple tasks in a fast-paced environment. This role will also be responsible for preforming the day-to-day administrative duties and general office operations.

Overview of Job Responsibilities

Event Coordination Support

- Assist with planning and coordination of conferences, workshops, and meetings
- Support room block management, including tracking attrition, registration numbers, and adjustments
- Help prepare and update event documents, agendas, and communication materials
- Responsible for preparing and packing for shipment
- Assist in reviewing venue logistics, including breakout rooms, plenary setups, and office space requirements
- Work collaboratively with elected leadership and staff assigned to each event, and with the Secretary-Treasurer of CUPE Ontario

Registration & Data Management

- Monitor event registration numbers and update tracking spreadsheets
- Assist with maintaining accurate delegate lists and registration records
- Support reconciliation of registration and related event data
- Ensure that membership updated forms and registration lists are entered and updated daily into the database system

Venue & Supplier Coordination

- Communicate with hotels and venues regarding room blocks, contracts, and event requirements
- Assist in confirming meeting space layouts and flow for smooth event operations
- Help track contract details, incentives, and deadlines (e.g., bonus points or early booking incentives)

Administrative Support

- Draft and proofread event-related emails and communications
- Assist with preparing documents and attachments for distribution
- Support general administrative tasks as required by the Event Coordinator
- Respond to member inquiries, maintain good member relations and solve problems
- Receive, process and distribute incoming and outgoing mail, inventory, and courier deliveries as required
- Receive incoming calls, place outgoing calls, respond to general inquiries and provide general information to staff and local unions as required
- Review correspondence and refer to appropriate person or initiate reply as required
- Maintain accurate and orderly filing systems including updated membership information
- Prepare reports from member database as needed
- Attend meetings and take minutes or notes as required

- Compose correspondence as required
- Coordinate travel and accommodation arrangements; schedule meetings and appointments as required
- Operate fax, postal machine, copiers and word processing equipment
- Other related duties as assigned

Skills and Abilities

- Excellent communications skills, both oral and written, combined with excellent teamworking capacity
- Experience with the coordination of multiple conferences and events at various stages of completion
- Experience in administrative support roles
- Strength in prioritizing and goal setting, and to effectively establish priorities and meet deadlines, with the ability to handle multiple tasks simultaneously in a busy, fast-paced environment
- Experience working with event planning software would be an asset
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Fluency in French, both oral and written, would be a strong asset

Minimum Qualification and Requirements

- We require post-secondary education in a relevant field or an equivalent combination of education and directly related experience
- Minimum of 3-5 years of experience in meetings or conferences planning with a strong knowledge of program event management
- Certification and/or experience relating to special events, meetings or conferences management
- 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
- The successful candidate must be prepared and available to work irregular hours including evenings and weekends when required

Weekly Salary: $1027.84 per week. Pro-rated 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 3 days per week (18 hours)

Term: This is a permanent part-time position with a start date of December 2026.

Applications: Persons interested should send their resume and cover letter in Word or PDF. Applications will be accepted via e-mail, with “Part-Time Events Administrative Assistant” in the subject line, to the attention of Kareena Kawall, Coordinator of Operations (T), at employment@cupe.on.ca, no later than November 28, 2026 at 4pm.

We thank all interested applicants; only short-listed candidates will be contacted and invited to provide a portfolio of their past work.

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.