



UNION STAFF REPRESENTATIVE

The Canadian Office and Professional Employees Union is seeking a Full-time Permanent Staff Representative working out of the COPE Ontario Toronto office.

Job responsibilities include:

- Analyze and prepare statistical data and other information necessary to negotiate collective agreements in a variety of public and private sector settings
- Prepare and present grievances up to and including arbitration hearings
- Providing advice on labour relations matters
- Providing research assistance and support to other staff representatives and organizers
- Analyzing official documentation, including collective agreements, legislation, etc. to assess the impact on members and on union activities
- Preparing presentations, briefing papers, reports, articles, speeches, press releases, brochures and leaflets etc.
- Keeping up to date on legislative, union and industry developments
- Providing research on political and other issues as required

Required Skills and Abilities:

- Previous union experience in negotiating collective agreements, job evaluation/pay equity and in researching and arguing grievances
- Working knowledge of the current Ontario Labour Relations Act; Employment Standards Act; Pay Equity Act; Occupational Health and Safety Act; Ontario Human Rights Code and of the Canadian Labour movement
- Knowledge of the key issues that affect trade unions - social, economic and political
- Strong understanding and commitment to union principles and advancing the interests of our members and the labour movement
- Excellent research and analytical skills with the ability to understand and interpret complex material and provide clear and concise verbal and written information
- Ability to work independently and as part of a team
- Strong self-motivation and initiative

- Strong leadership skills
- Evening, weekend work and overnight travel may be required
- Ability to communicate orally and in writing in English at a high level
- Ability to communicate orally and in writing in French is an asset
- Strong computer skills including Microsoft Office Suite
- Valid Driver's License

COPE Ontario is a diverse, progressive membership driven collective of Union locals that protects members' rights and empowers them to unite for better workplaces and communities.

Qualified applicants should mail, fax or e-mail their resume no later than September 14, 2018 to:

Patty Clancy,
Director
COPE Ontario
1108-555 Richmond Street West, P.O. Box 1202
Toronto, ON M5V 3R1
Tel: 416-703-8515
Fax: 416-703-8520

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