

COPE ONTARIO

UNION ORGANIZER

The Canadian Office and Professional Union is seeking a Full-time Organizer.

Requirements:

- Previous union organizing experience
- Knowledge of the ***Ontario Labour Relations Act 1995***, particularly as it relates to organizing and certifications
- Knowledge of the Canadian Labour movement
- Strong union principles
- Excellent verbal and written skills

Job Duties:

- Meet with prospective members individually or in group settings to explain the benefits of joining COPE
- Contact prospective members
- Prepare organizing material for distribution
- Collect membership cards from prospective members
- Maintain an organizing data base
- Evening and weekend work will be required
- Overnight travel may be required

Computer and Technology Skills required:

- Strong computer skills including Adobe Creative Suite, Microsoft Office Suite and Databases
- Website design skills and ability to create websites for campaigns on various platforms
- Graphic design skills including leaflet design, advertising campaign design, etc.

- Ability to create and conduct digital presentations, webinars and online meetings
- Research and analytic skills
- Valid driver's licence
- Late modern vehicle in good working order
- Ability to work alone or in a team setting with organizing and other staff

Salary and benefits are in accordance with the staff collective agreement.

Qualified applicants should mail, fax or e-mail their resume no later than **Friday, February 15, 2019** to:

Patty Clancy
Director
COPE Ontario
555 Richmond Street West, Suite 1108, PO Box 1202
Toronto, ON M5V 3B1

Tel: 416-703-8515 Ext 229
Fax: 416-703-8520
Email: pclancy@copeontario.ca