

## Position Vacancy

**Special Assignments Officer – Communications/Education (Under Review)**

**Closing date for applications: Friday, January 7, 2022**

**To: ALL CUPE LOCAL 500 MEMBERS**

### **GENERAL FUNCTION**

Under the general direction of the President, CUPE Local 500 requires an experienced trade unionist to provide a wide range of communication/education services to union members. The Special Assignments Officer will work with the Local's staff, leadership and members of other related labour organizations as assigned.

### **SUMMARY OF DUTIES/RESPONSIBILITIES:**

- Develop and implement communication plans for the Local and for various issue campaigns including, bargaining, contracting out and political action.
- Write, design, edit and produce publications including pamphlets, brochures, bulletins, posters and other printed material as required.
- Create digital communication products including web postings, mass emails, social media posts, videos, slideshows and web forms.
- Overall responsibility for the Local 500 website, and other electronic communications technology such as member contact database and all social media platforms.
- Prepare news releases, plans news conferences and keeps current with news and events of specific interest to the Local.
- Work with CUPE specialist staff and communication companies to create digital/social media ads, TV/radio and outdoor ads to effectively engage with our members, allies and the public.
- Work with research companies to conduct and interpret public opinion polling.
- Plan, organize and co-facilitate the Introduction to Stewarding and other steward learning series workshops.
- Serve as Co-chair on the Joint City/CUPE Education, Training and Staff Development Committee.
- Administer the Local 500 Les Butterworth Scholarship and Bursary Program.
- Provide general and specialized information to members, stewards and elected leadership on maternity/parental/family leave, human rights and respectful workplace issues.
- Act as a staff support during contract negotiations.
- Prepare contract language updates for negotiations in the area of family issues, parental leave, human rights, harassment and respectful workplace.
- Organize and facilitate the executive policy conference and other Local functions as required.
- Other duties as may be assigned to assist the Local.

## **QUALIFICATIONS:**

Applicants should have the following:

- Minimum of 3-5 years of experience as a union activist with a strong commitment to the labour movement.
- Excellent oral and written communications skills with the ability to present information, prepare news releases, bulletins, pamphlets, speaking notes and other materials as required.
- Demonstrated ability to work independently and with people at all levels within the union, employer representatives and other organizations/agencies.
- Strong computer skills including proficiency with MS Word, Excel, PowerPoint and internet applications.
- Knowledge and skill in the use of communication software including web design software such as wordpress is an asset.
- Experience in contract negotiations including collective agreements, Letters of Understanding, Memorandums of Settlement, Memorandum of Agreements and Supplementary Agreements.
- Experience in drafting contract language.
- Must possess a clear understanding of the Canadian labour structures and Central Labour bodies.
- Experience and training in communications and campaign development is preferred.
- Ability to conduct independent research and comprehend complex legislation and regulations.
- Good knowledge of CUPE's policies and practices, the labour movement and adult education techniques.
- Must be willing to work in a stressful work environment and have the flexibility to work evenings/weekends as required.
- Must possess a vehicle and have a valid driver's license.

## **Notes:**

1. Applicants for this position must include a resume of qualifications and experience.
2. Applicants selected for an interview may be required to complete a test related to the duties of the position.
3. First consideration will be given to CUPE Local 500 members.
4. The successful applicant will participate in an education and training program in those areas where the applicant may require as directed by the Local 500 President.
5. Salary and benefits are in accordance with the Terms and Conditions as outlined in the SAO Working Agreement.
6. Six-month probationary period with option to extend by employer.
7. As part of our commitment to employment equity, CUPE 500 encourages applications from qualified members of five designated groups: women, Indigenous peoples, persons with disabilities, racialized people and LGBTQ2+ people.

**Please submit cover letter and resume to:** Gord Delbridge, President, CUPE Local 500  
203 – 275 Broadway  
Winnipeg, Mb. R3C 4M6  
Email: [gdelbridge@cupe500.mb.ca](mailto:gdelbridge@cupe500.mb.ca)

**We thank all applicants for their interest. Only those selected for an interview will be contacted. Requests for Reasonable Accommodation will be accepted during the hiring process.**