

THE Accent

Prince Edward Island Union of Public Sector Employees

Resource and Organizing Officer: Full Time Permanent

Job posting is open to the public with first preference going to qualified members of the UPSE Staff Bargaining Unit (UFCW Local 864). The 5000 member union with its head office in Charlottetown, PEI is seeking to fill the permanent position of Resource and Organizing Officer. This position is responsible for identifying and maintaining new and existing bargaining units as well as acting as the first resource to the membership for contract inquiries. This position plays a lead role in recruiting, developing and providing educational support to leaders in member bargaining units.

Duties include but are not limited to:

- Identify and implement potential work units to organize
- Understand and develop a strategic comprehensive plan for potential organizing drives
- Recruit, develop and provide assistance to leaders in workplaces that UPSE has identified as organizing targets
- Administration of certification applications and coordination of other procedures needed to meet the legal requirements to represent a new group of workers
- Respond to general questions of UPSE collective agreements from members
- Administration of the Health Development and Training Fund

A complete job description is available upon request.

Required Qualifications:

- University degree or college diploma from a recognized institution in a related field. An equivalent combination of education and experience combined with an extensive history in the labour movement may be considered.
- Proficient use of MS Word, Excel, PowerPoint and database programs
- Ability to work independently
- Ability to work collaboratively with other labour organizations and the general public
- Strong organizational, project and program management skills
- Knowledge of UPSE collective agreements, ability to interpret and explain articles to members
- Excellent verbal and interpersonal skills required to present and explain information, policies and positions of the union to individuals and groups
- Workshop facilitation and established conflict resolution skills
- Knowledge of the PEI Labour Act
- Knowledge of the PEI UPSE organization and the bargaining unit it represents
- Daily access to reliable transportation and a valid driver's license is required
- A good previous work and attendance record. The successful applicant must provide a satisfactory Criminal Records Check prior to beginning employment

Terms and conditions: Annual Salary: \$66,982 - \$84,810. Wages and benefits as per the collective agreement between the P.E.I. Union of Public Sector Employees and UFCW Local 864.

Please submit cover letter and resume in envelope marked CONFIDENTIAL to: UPSE Staff Relations Committee, Carolyn Knox, Committee Chair, 4 Enman Crescent, Charlottetown PE, C1E 1E6 (or email: upsejobs@peiupse.ca).

Deadline for Applications is Tuesday, June 22, 2021 at 4:00 p.m.