

## **Resource and Organizing Officer**

**Updated February 2018**

### **Purpose**

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**

#### **1. Organizing**

- Develop a comprehensive strategic plan for potential organizing drives
- Identify potential groups to organize, establish work plan for groups
- In conjunction with the Communications and Campaigns Officer, develop communications materials to complement all organizing drives
- Educate, train and integrate member organizers in UPSE's organizing drives
- Recruit, develop and assist leaders in targeted workplaces
- Administration of certification applications and coordination of other procedures needed to meet the legal requirements to represent a new group of workers

#### **2. Resource**

- Respond to collective agreement inquiries from the membership and determine if further action or referral is required
- Maintain database of general inquiries
- Work closely with UPSE committees and other staff to promote efficient and effective operation of UPSE
- Facilitate programs and new initiatives that UPSE identifies
- Maintain the UPSE Policy Manual
- Implement and maintain changes to the Constitution as directed
- Maintain the corporate history of UPSE

#### **3. Administer the Health Training and Development Fund**

- Review all applications to ensure they are properly completed
- Determine eligibility for funding based on established guidelines
- Communicate to applicants' acceptance or denial of funding
- Action payment and reimbursement of funds
- Reconcile salary repayment
- Establish and maintain all records in relation to fund
- Develop reports as requested on allocation of funds

**Required Skills and Knowledge:**

- Proficient use of MS Word, Excel, PowerPoint and database programs
- Ability to work independently
- Ability to work collaboratively with other labour organizations and the public
- Strong organization, project management and program management skills
- Knowledge of UPSE collective agreements, ability to interpret and explain articles to members
- Ability to work as a member of team in a fast-paced environment
- 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
- Must have a valid drivers license, a good previous work and attendance record and an acceptable criminal record check

**Education**

- 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.