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Prince Edward Island Union of Public Sector Employees

Job Opportunity: Temporary Resource and Organizing Officer

Open only to members of the Union of Public Sector Employees (**commencing immediately to May 29, 2015 with the possibility of an extension**). The 5000 member union with its head office in Charlottetown, PEI is seeking to fill the position of Temporary Resource and Organizing Officer.

Duties to include:

- 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
- Coordinate with the Health and Development Training Committee the administration of the Health Development and Training fund

Required Qualifications:

- University degree or college diploma from a recognized institution or experience in a related field.
- Proficient use of computer applications including word processing, spread sheets and presentations (MS Word, Excel, PowerPoint Corel, spreadsheets).
- Strong organizational, project and program management skills
- High level of written and oral communications
- Background and experience in organizing groups
- Knowledge of the PEI UPSE organization and the bargaining units that it represents
- Ability to work independently with minimal supervision
- Access to reliable transportation and a valid driver's license.

Terms and conditions:

Hours of work: 37.5 hours a week until May 29, 2015 with the possibility of an extension.

Wages and benefits as per the collective agreement between the Union of Public Sector Employees and the Public Sector Employees Staff Union.

Please submit cover letter and resume in envelope marked CONFIDENTIAL to:

UPSE Staff Relations Committee

4 Enman Crescent,

Charlottetown PE C1E 1E6

c/o Wilma Ramsay, Committee Chair (upsejobs@gmail.com)

Deadline for receipt of applications is 4:00 p.m. on Friday, February 20, 2015

The successful applicant must submit a criminal records check.