

PRINCE EDWARD ISLAND UNION OF
PUBLIC SECTOR EMPLOYEES
JOB OPPORTUNITY

PERMANENT EDUCATION & ORGANIZING OFFICER

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 position of Permanent Education and Organizing Officer.

Job Description:

The primary purpose of this role is to identify and maintain new and existing bargaining units for the Prince Edward Island Union of Public Sector Employees (UPSE) organization and to develop, implement and deliver education services to the membership that reflect the goals and strategic vision of UPSE.

This position plays a lead role in recruiting, developing, and providing education support to leaders in member bargaining units.

Duties to include:

- Develop, prepare, implement and be actively involved in the delivery of education programs for the members.
- Administration of certification, application, and coordination of other procedures needed to meet the legal requirements to represent a new group of workers.
- Educate, train, and integrate member organizers in UPSE's organizing drives.
- Responsible for the administration, review and approval of all applications through the Health Training and Development Fund.
- Responsible for reviewing and examine training needs/trends, internal (UPSE) and external and establish new educational programs for the membership.
- Participate on the Education Committee as an ad hoc consultant. Responsible to assist and facilitate education sessions.
- Review and evaluate the needs for engagement amongst the membership to organize/increase member involvement and engagement for union committees, Locals, and activism.
- Responsible to work in collaboration with the Communications/Campaign Officer and the Research/Policy Analyst to conduct surveys, evaluation of results and recommendation for the membership.
- **Equivalencies may be considered.**

Required Qualifications:

- University degree or college diploma from a recognized institution in related field supplemented by additional training in facilitation and workshops
- Extensive experience (5+ years) in Organizing and certification processes
- Considerable experience (3-5 years) in workshop facilitation and conflict resolution, with focus on develop, creation, and implementation of training modules.

- Considerable experience (3-5 years) in labour relations, specifically collective agreement interpretation and labour legislation.
- Considerable experience (3-5 years) with Microsoft Suite, specifically with Presentations/Excel.
- Experience in union environment and labour movement is preferred
- Knowledge of relevant legislation, National strategies and initiatives in the labour movement, and best practice for education/facilitation
- Knowledge of best practices in education/training, facilitation, and workshops
- Strong organizational, project and program management skills
- High level of written and oral communications
- 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.

Other Qualifications:

- Bilingual would be considered an asset.
- Awareness of current trends in social welfare of citizens and government policies

Terms and conditions:

Hours of work: 37.5 hours a week

Wages and benefits as per the collective agreement between the P.E.I. Union of Public Sector Employees and the Public Sector Employees Staff Union. (UFCW Local 864)

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

UPSE Staff Relations Committee

c/o Carolyn Knox

4 Enman Crescent,

Charlottetown PE C1E 1E6

Fax: 902-569-8186

Or email: jrendell@peiupse.ca

Deadline for receipt of applications is 4:00 p.m. on **May 17, 2023.**