

PRINCE EDWARD ISLAND UNION OF PUBLIC SECTOR EMPLOYEES

TO CREATE A LIST

CASUAL EDUCATION AND MEETINGS COORDINATOR/MEMBERSHIP RECORDS COORDINATOR

The 5000 member union with its head office in Charlottetown, PEI is creating a list of interested applicants for front office positions on a casual basis not to exceed two months. The list will be used to fill the positions of Membership Records Coordinator and the Education and Meetings Coordinator for summer coverage and/or on an on-call casual basis.

Duties include but are not limited to:

Administrative Duties

- Receive telephone calls and visitors and provide routine information or refer inquiries to the appropriate staff or elected official(s) and record this information on the data base.
- Typing, including the typing of agreements for various bargaining units, minutes of meetings and other documents as requested.
- Assist with proof-reading of agreements, minutes, lists and other documents for grammatical and typographical accuracy and compliance with established procedures.
- Attendance at meetings for the purpose of taking minutes and distribution of minutes to the appropriate persons after they have been approved.
- Assist with the preparation of material for the Annual General Convention.
- Assist in the preparation of workshops seminar or courses on specific topics.
- Accurate filing of correspondence and publications.
- Assist in setting up of meeting room for Board Meetings and other meetings as required.
- Preparation and distribution of various meeting notices, letters and agendas including various distribution methods including e-mail, fax and inter-office and general mail.
- Creation of any presentations which may be required by the Employer
- Make travel arrangements for staff, the President and UPSE members for out of province travel.
- Maintain and update membership files.
- Responsible for the maintenance and storage for all records, such as minutes, convention materials, correspondence, grievances, arbitrations, collective agreements, Memorandums, etc.

Skills & Ability

- Completion of a recognized program in business administration, office administration or accounting technology
- Strong organizational skills;
- Ability to communicate well with public and membership both verbally and written
- Ability to take initiative and exercise good judgement and work with very little supervision;
- Demonstrated commitment to the labor movement and/or social justice organizations;
- Excellent verbal and interpersonal skills required;
- Ability to learn quickly, work well in a team environment and handle multiple projects and tight deadlines;
- Ability to travel throughout the province and carry a valid driver's license.

- Strong skills and abilities to perform administrative duties.
- Considerable experience working in office environment.

Terms and conditions:

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.

Pay - \$30.20/hour.

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

Jason Rendell, Executive Director, PEI UPSE

4 Enman Crescent,

Charlottetown PE C1E 1E6

email: jrendell@peiupse.ca

Deadline for Applications is June 21, 2023