



# JOB POSTING

## Member Action Coordinator Temporary Full-Time Position

*The Service Employees International Union (SEIU) is an international labour organization of 2.1 million members uniting workers in three industry sectors to improve their lives and the services they provide. SEIU-West is one of three locals in Canada and is dedicated to serving the needs of nearly 13,000 SEIU-West members in Saskatchewan.*

**Department:** Political Action & Education (Saskatoon location)

**FTE:** 1.0 FTE

**Status:** Temporary Full-Time

**Term:** Up to one year

**Salary:** The salary range is \$80,802.64 to \$93,377.56 per annum (Field Staff 4).

**Essential Nature of the Work:** Working under the direction of the Director of Political Action & Education, the Member Action Coordinator will use his/her understanding of the political system and knowledge of labour relations to offer advice to Local representatives (both staff and elected) to develop strategic action plans involving political education, internal organizing, communications and research. The incumbent is responsible for building member support and mobilizing members in support of ongoing political and/or contract action campaigns. This field position will assist in the recruitment and mentoring of workplace leaders and stewards and assist with member leader development training (both program development pieces and delivery). He/she will assist SEIU-West in the expansion of our social media presence using a variety of communication strategies for campaign delivery. The incumbent is responsible to ensure data and reports are maintained in a central data base in order to evaluate and plan program delivery. Duties are accomplished in consultation with other SEIU staff to ensure the objectives of SEIU-West are met.

### Qualifications:

- University, College Degree or Diploma in Labour Relations, Public Relations, History, Law or Political Studies or an equivalent combination of education and experience;
- Minimum of two years demonstrated prior experience in labour relations where the primary roles were labour and political action research, policy development and communications/public relations;
- Experience in labour law and collective agreement interpretation, legislative operations and government lobbying;
- Ability to work long and irregular hours, and on weekends and holidays as required;
- Ability to function co-operatively and collaboratively with other members/leaders and other SEIU staff, exercise good judgement and manage shifting priorities;
- Demonstrated commitment to social justice;
- Must possess a valid driver's license, a reliable vehicle and ability to pull a trailer, as travel will be required.



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### Skills & Abilities:

- Knowledge of provincial labour legislation, OH & S legislation, Human Rights Code, SEIU Constitution, Policies and SEIU collective agreements, together with any SEIU pension and benefits plans;
- Ability to develop, supervise and manage to ensure the successful deliver of campaigns;
- Ability to document communications and information using computer databases such as UnionWare and other IT programs;
- Ability to communicate effectively with leaders, stewards, members and staff;
- Ability to inspire trust and confidence in leaders and staff;
- Ability to recruit union members into leadership positions;
- Ability to maintain working relationships with leaders, stewards, members and staff in the context of all settings, including committees;
- Ability to hand difficult situations with tact and diplomacy;
- Ability to engage and educate leaders, stewards and members in political and community action;
- Excellent research & organization skills, with careful attention to detail;
- Ability to assimilate written material quickly, analyze it to pick out the most relevant information and summarize it to report to Director(s), leaders, activists and staff;
- Motivated self-starter able to work effectively with a minimum of supervision;
- Ability to work independently and with groups, as required;
- Ability to multi-task and organize time efficiently;
- Ability to work long, irregular hours including weekends and holidays.
- Excellent group and interpersonal communications (written, oral and listening) and people skills;
- Excellent analytical and problem-solving skills.

Terms and conditions of employment, including salary, are governed by the collective agreement between SEIU-West and USW Local 5917. Please apply no later than **5:00 p.m. September 17 2019** to:

Shawna Colpitts  
Director of Political Action  
& Education  
#200 – 747 46<sup>th</sup> Street West  
Saskatoon, SK S7L-6A1