



Job Title: Mobilization, Research, and Administrative Support Coordinator

Job Type: Full time, Term (1 year, possibility of extension)

Job Classification: 8 (PE)

Location: 510 Nideyinàn, Carleton University

Hours of Work: 8:30 – 4:30 M – F

Unionized (UNIFOR 567)

Overview & Reporting Structure:

Reporting to the President, the Administrative Support and Mobilization Coordinator develops and implements member mobilization strategies, research, and events to support the Local's bargaining efforts, and/or strike actions. The incumbent supports administrative projects in collaboration with the Office Administrator and is responsible for logistics of event/programming related to organizing. The projects taken on by this position are guided by relevant CUPE 2424 Committees and priorities of membership.

The position requires initiative and moderate judgement and discretion where established guidelines are not available and methods are not standardized. Problems are referred to Manager.

It is understood that the emphasis placed on certain tasks contained in this job description may vary from time to time. Resetting of priorities shall be done in consultation with the local's Executive, committees, and staff. It is also understood that from time to time, scheduling and workload may require flexibility in the assignment of tasks.

Flexible hours and/or overtime may be required on occasion, as needed, especially for bargaining, support of committees and events in the evening. Flexibility in the scheduling of lunch hours is also required for committee support.

Duties and Responsibilities:

Mobilization: Programming & Events

The incumbent will support event management and logistics along with the departmental Administrator to mobilize members, as guided by the priorities of the Local and needs of Committees. This includes help to plan, organize, and manage programming and events geared at mobilizing membership. This may include educational events, information sessions, townhalls, speakers' panels, and social activities, aimed at increasing member knowledge, solidarity, and/or bargaining preparedness.

Research

The Mobilization Coordinator and Administrator, as guided by the Local's Committees and Executive Board, develops and implements member mobilization strategies and research to support the Local's efforts. This position works in collaboration with relevant committees, and the Office Administrator

to create, plan, and administer member outreach initiatives, events, member engagement, and organizing. The incumbent conducts research that will inform the strategic planning, membership mapping, mobilization, and organizing work of CUPE 2424. Research projects will be assigned on an as-needed basis with clear parameters for the projects.

Administration & Committee Support

Bargaining and events are cyclical in nature, so the incumbent will support the Local Office with project-based administrative projects, in collaboration with the Office Administrator, and will provide administrative support to Committees.

The incumbent will work with the Local's Committee Chairs to encourage member participation, communicate committee work to the wider membership, and coordinate committee work with the wider activities of the Local. The incumbent will also provide administrative support to various Committees, with support from the Office Administrator, in addition to the Joint Committee for the Administration of the Agreement.

Administrative project support may vary in frequency/complexity, and may include file digitization, data entry support, occasional day-to-day administration, updating membership distribution lists, supporting maintenance of file systems, and providing feedback to the Office Administrator when testing new administrative processes.

Qualifications:

The incumbent must possess the following qualifications:

- The Bargaining Support and Communications Coordinator must possess excellent communication skills, both written and oral, in addition to excellent time-management and organizational skills.
- Must have prior experience with research, communications, project and event planning.
- Must be able to work with minimal supervision.
- Ability to use Microsoft Outlook for email and scheduling, Excel, Word
- Experience using social media for organizations is an asset (E.g. X (formerly Twitter), Facebook, Instagram).
- Experience with eShop and Caterax for catering is an asset.
- Attention to detail is important for all aspects of the position.
- Customer Service skills are essential.
- Ability to work collaboratively and independently.
- Administrative experience, data entry, digital filing systems knowledge are an asset.

Education and Experience:

Completion of 4-year Honours degree. This, along with over 4 years of relevant experience in research, events, administration, communication, preferably within a labour movement, including prior experience in bargaining, social justice, labour organizing or public relations. Continuing study is required to remain current in trends and development in related fields, including intensive study and research.