

Mobilization Coordinator
Canadian Union of Public Employees (CUPE) Local 4600

CUPE 4600 represents almost 3000 Teaching Assistants, internally funded Research Assistants, and Contract Instructors at Carleton University and is the largest union on campus. The role of the Mobilization Coordinator (MobCor) is to communicate the activities of the union to the membership, engage with members, and expand member participation in the Local. The MobCor will also provide logistical and bargaining support to the Local in the lead up to and during negotiations. Working alongside two Staff members, the MobCor will work under the direction of the CUPE 4600 Executive Board.

We are looking for a progressive individual with a robust skillset to prepare for bargaining and potential labour action. Candidates must be able to work under pressure and meet strict deadlines, deal with sensitive information in a diplomatic and tactful manner, and work collaboratively. CUPE 4600 is committed to building a strong and diverse organization that is reflective of the diversity of our members and society at large.

Responsibilities

Under direction of the CUPE 4600 Executive Board, and in coordination with other other Staff members, the Mobilization Coordinator will communicate the activities of the union to members and encourage active membership participation in the Local. Such work may include, but is not limited to:

- Organizing and participating in member outreach/inreach, organizing, and mobilizing efforts
- Communicating key issues of our Local with members and other relevant individuals and organizations outside of the Local
- Producing and distributing the CUPE 4600 newsletter, print and digital materials, and social media posts
- Organizing and conducting member orientations in both Fall and Winter semesters and orienting new members to the role of the Local and their labour rights
- Assisting the Local with preparations for bargaining and strike support
- Collaborating with Staff in conducting research that will inform the strategic planning, membership mapping, mobilization, and ongoing work and priorities of the Local, assigned on an as-needed basis

The full job description can be found below.

Qualifications

The successful applicant will have:

- Demonstrable knowledge of and experience in the labour movement
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Familiarity with a variety of computing software, especially software that relates to the design and distribution of creative print and digital materials (e.g., Canva)
- Proficiency in social media and modern communication tools
- Experience using and publishing via Wordpress
- Experience working in the post-secondary sector and an understanding of the issues affecting post-secondary education
- Significant experience organizing and supporting member-driven campaigns
- The ability to integrate anti-oppression principles into their work
- Experience with collective bargaining and union representation
- Familiarity working under the supervision of an elected Executive Board
- The ability to work with community partners and other organizations within the labour movement
- The ability to work independently, autonomously, and with a high degree of initiative to meet the demands of the Local

Salary

The salary range for this position is \$55,379.70 - \$59,944.80 per year with an increase after the probationary period.

Employment Type

Full-time indeterminate (35 hours per week), beginning with a six-month probationary period.

Monday to Friday, regular hours are 9 am - 5 pm

Some evenings are necessary

Weekends may be necessary if the Local is on Strike and/or in other rare circumstances

Location

Carleton University, Ottawa, Ontario

*Must be able to work in person, with limited hybrid work options

Benefits

Enrollment in health and dental plan upon hiring

After probationary period:

- Vacation (3 weeks/year) and other generous paid leave
- Group Benefits (health, dental, life insurance, disability insurance)
- Defined benefit multi-sector pension plan (employer contribution of 10% gross salary)
- Health care spending account
- Health and well-being fund
- Childcare benefit
- RESP contribution of \$2,000 per year
- Unionized membership in Unifor 567, Unit 5
- Professional development fund
- Paid time off from Christmas to New Year's
- Cell phone subsidy

CUPE 4600 encourages applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- members of groups that commonly experience discrimination due to race, ancestry, ethnicity, religion and/or spiritual beliefs, or place of origin;
- persons with visible and/or invisible disabilities;
- women;
- persons who are marginalized by family status, level of education, or socio-economic status
- persons of marginalized sexual orientations, gender identities, or gender expressions.

All applicants are asked to submit a short written statement on their views of power, oppression, and the role unions play in society.

The deadline for applications is **11:59 pm, Sunday, June 9.**

Please send your resume, cover letter, along with the names and contact information of 3 references, to info@cupe4600.ca with "Mobilization Coordinator Application" as the subject line.

We thank all interested applicants. Accommodations are available on request for candidates taking part in the selection process. For accommodation needs or to obtain a copy of the documents in alternate format, please email info@cupe4600.ca.

MOBILIZATION COORDINATOR JOB DESCRIPTION

The Mobilization Coordinator, hereafter referred to as the “MobCor,” will carry out their duties under the supervision and direction of the Executive Board of CUPE Local 4600. The duties of the MobCor include the items contained in this job description. Unless directed otherwise by the Executive Board, the MobCor will be responsible for making the day-to-day decisions necessary to carry out these duties, implementing union policy, and maintaining an efficient work environment. It is understood that the MobCor will be required to work autonomously and demonstrate a high degree of initiative in meeting the varied demands of the position, but will also need to work in close consultation with the Business Agent, Data and Education Officer, and Executive Board.

The majority of this position involves communication and member outreach, engagement, and organizing. During times of bargaining mobilization, September welcome weeks, and the annual summer retreat for the Executive Board, it is understood that event planning will take up the majority of the MobCor’s time.

Outreach/Inreach

The MobCor will work with the Executive Board and Staff to communicate the activities of the union to members and to encourage member participation in the Local. This may involve, but is not limited to:

- Scheduling and attending office visits
- Conducting member orientations
- Preparing print and e-materials for member distribution
- Updating the CUPE 4600 website
- Coordinating and designing mass emails to members
- Preparing posters and advertisements
- Assisting with monitoring and posting on the Local’s social media accounts
- Attending CUPE 4600 and related events
- Orienting new members to the role of the Local and their labour rights
- Where directed by the Executive Board, working with Staff and Executive members to communicate 4600’s issues to relevant individuals and organizations outside the Local
- Booking rooms and ordering refreshments for meetings and campaigns.

Newsletter & E-mail Communications

The MobCor will work with the Recording Secretary to regularly produce and distribute the CUPE 4600 newsletter. The MobCor’s duties related to the newsletter will involve soliciting and coordinating submissions, editing, layout and distribution. For the most part, newsletter content will be prepared by other individuals, in particular members of

the Local. At the direction of Executive Board members, the MobCor may also prepare email updates to the membership and/or units on a regular or as needed basis. They shall ensure that all materials prepared for items 1) and 2) are accurate and consistent with legislation, the aims of the Local and Local/National policy.

Programming

The MobCor will work with the Executive Board, Staff, and volunteers to plan, organize, and carry out programming geared at increasing member knowledge about workplace issues and encouraging member engagement and participation in the Local and in projects the Local has endorsed. This may include such things as educational events, speakers' panels, film screenings, and social activities. While programming should continue throughout the year, the MobCor will work with the Executive Board to plan and execute programming geared towards new members, particularly in September and January in order to orient new members and enhance the visibility and accessibility of the Local.

The MobCor will provide logistical support/assistance to the Executive Board, including but not limited to, planning, events, and projects where appropriate/necessary. Additionally, the MobCor will work with the Executive Board and Staff in ordering supplies as needed and/or requested, liaising with Carleton University (and/or other vendors) where necessary, assisting in managing and liaising with service subscriptions, and liaising with the President and Secretary Treasurer on budgeting and invoicing of such expenses.

Stewards Council & Committee

The MobCor shall assist the Chief Stewards of both units with scheduling and organizing Stewards Councils. In addition to assisting with stewards training, the Mobcor shall be available to assist stewards.

The MobCor will work with the Local's Committee/Caucus Chairs to encourage member participation, communicate committee/caucus work to the wider membership, and coordinate committee/caucus work with the wider activities of the Local.

Research

Where directed by the Executive Board, the MobCor will collaborate with the DEO in conducting research that will inform the strategic planning, membership mapping, mobilization, and organizing work of CUPE 4600. Research projects will be assigned on an as-needed basis and clear parameters for projects will be determined at the Executive Board level, and will not form the core duties of the position.

Bargaining/Strike Support

- In the lead up to, during, and after contract negotiations, the MobCor will work with the Executive Board, bargaining teams, Staff, and volunteers to develop and carry out a membership mobilization plan aimed at supporting the Local's bargaining efforts. This may also, at the direction of the Executive Board, involve logistical work related to picket and strike preparation.
- Assisting the Executive, Strike Committee, and Bargaining Teams with planning and delivering departmental-, faculty- or campus-wide information sessions and ensuring that information is consistent with the aims of the bargaining unit, as determined by the Bargaining Team and Executive.
- Providing support to the Executive, Strike/Mobilization Committee, and Bargaining Teams with organizing the membership, the University, and the community in support of the Local's bargaining efforts.
 - in the event of a strike or lockout, efforts to resolve the labour dispute.
- Assisting the strike committee with organizing and coordinating picket lines and helping ensure that picketers have the logistical support to sustain a strike.
- Assisting the Executive, Bargaining Teams, and Strike/Mobilization Committee with producing conventional and electronic publicity materials.

It is understood that during this period the Executive Board may require the majority of the MobCor's duties and hours to be shifted towards this goal.

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 and Staff. It is also understood that from time to time, Staff scheduling and workload may require flexibility in the assignment of tasks to Employees.