

Strike Logistics Coordinator Position Description

CUPE 4600 is seeking applicants to fill the position of Strike Logistics Coordinator through a book-off for one of our union's members. The member will be contracted by the union for up to six months paid work in this position. The primary function of this position is to assist the Local in preparing for a potential strike, should negotiations fail and members support such action. If you have experience and expertise in the union movement, possess great organizational skills, and are a self-starter who operates well within a work environment committed to social and economic justice, we encourage you to apply for this position.

Overview of job requirements

- Be a member-in-good-standing of CUPE 4600¹
- Work collaboratively with and take direction from:
 - CUPE 4600 Staff, particularly the Mobilization Coordinator
 - The Executive Board
 - Strike Committee
 - Mobilization Committee
 - Both Bargaining Teams
- Assist with one-on-one conversations, member mobilizing, and member mapping
- Organize picket captain training
- Organize other training such as first-aid and de-escalation
- Liaise with CUPE National about support
- Book and order the physical strike infrastructure
- Assist in setting up a Strike HQ
- Assist with running the strike vote
- Assist with picket scheduling
- Assist in preparing strike pay paperwork
- Assist with communicating strike-related information to the membership
- Negotiate picket protocol with campus security as instructed by bargaining teams and other relevant parties
- Meet with OPS about picketing protocol and safety
- Organize and oversee a picket line
- Other related duties as assigned

Knowledge and Experience

- Experience working with labour unions
- Experience with organizing or participating in picket lines
- Knowledge of and familiarity with Carleton University campus
- Knowledge of and familiarity with Ottawa area unions and activist organizations
- Knowledge of / experience working with accessibility principles
- Commitment to anti-oppression organizing principles

¹ CUPE 4600 Members maintain their status as Members even when they don't have a current contract and are not paying dues. Unit 1 Members remain Members-in-good standing for a year after their last contract while Unit 2 Members remain Members-in-good-standing for two years after their last contract.

Skills and Abilities

- Ability to work with minimal direct supervision
- Ability to give and receive feedback tactfully
- Patience and empathy
- Conflict resolution and de-escalation
- Adaptability and flexibility
- Problem solving and troubleshooting
- Time management and organization

Hours and Location of Work

Candidates must have flexibility in working hours. Hours may vary depending on need and circumstance, but will likely fall between 10-25 hours per week. There will be evening and weekend work. Some work will require in-office time while other work can be completed from home. Should a strike take place, work may be performed at a strike office located off campus.

Rate of Pay and Contract Duration

The Strike Logistics Coordinator will be paid \$32/hour.

Anticipated start date in the first few weeks of October 2025 with some flexibility.

Contract will end at the conclusion of April 2026.

Please email your cover letter and resume to Info@cupe4600.ca by 5pm, September 30, 2025. Include your Carleton student or employee ID number.

CUPE 4600 is committed to building a strong organization that is reflective of the diversity of our members and society at large. Therefore, applicants from all equity-deserving communities are strongly encouraged to apply and to describe in their cover letter the contributions and experiences they would bring to CUPE 4600 as individuals who identify as belonging to an equity-deserving community.

Short-listed candidates will be contacted and invited to interview. Applicants who are not selected for interviews will be informed by email that they are not proceeding to the next step of the application process.