



## **Employment Opportunity - Union Labour Relations Officer**

- **Northern Alberta – Edmonton, Fort McMurray, Red Deer**
- **Southern Alberta – Calgary, Brooks, Lethbridge**

### **JOB DESCRIPTION**

The roles and responsibilities of a Union Labour Relations Officer are to provide the membership with assistance, direction, support and guidance. Any applicant should expect to represent members in a number of different industries (retail, warehousing, food processing, healthcare and hospitality) and deal with multiple Collective Agreements.

A Union Labour Relations Officer should be prepared to travel outside of their home base to service assigned units throughout the province. As well, they must be prepared to lead and mentor Membership Engagement activities (pre-planning, strategic communication, combining strategy and tradition union values, celebrating success).

The applicant must understand, and be committed to, union principles and values.

### **QUALIFICATIONS**

- Practical understanding and experience in dealing with: Labour Relations, Human Rights, Workers Compensation, and Health and Safety
- Strong emotional intelligence, and be able to approach interaction from an interest-based approach
- Possess strong time-management, organization and communication skills, ability to take direction, goal oriented and strong attention to detail
- Strong written and oral communication skills
- Computer literate with proficiency in Microsoft Teams, Microsoft Office products and data base tracking
- Ability to deal with confidential and time-sensitive issues in a professional manner

### **Assets**

- A working knowledge of social media
- Experience with collective bargaining, including conducting proposal, negotiations and ratification meetings, and votes
- Experience in political action

- Ability to communicate in a second language
- Experience as a community leader and activist
- A university or college education, or degree in a relevant field
- 2 – 5 years of experience
- Knowledge of WCB

### **REMUNERATION**

Remuneration and terms and conditions of employment for this position are covered by a Collective Agreement with IAMAW.

### **ADDITIONAL INFORMATION**

Please submit your résumé and cover letter to the following address by end of business day on November 30, 2021, and be sure to highlight any assets and qualifications that you will bring to this position.

**Michelle De Roche**  
**UFCW Local 401**  
**100, 46 Hopewell Way NE**  
**Calgary, AB T3J 5H7**  
[jobapplication@ufcw401.ab.ca](mailto:jobapplication@ufcw401.ab.ca)