



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

- **Calgary, Alberta**

### **JOB DESCRIPTION**

The United Food and Commercial Workers (UFCW) Local 401 is Alberta's largest private sector union representing 32,000 members working in diverse industries such as retail, food processing, beverage production, hospitality, gaming, healthcare and education. We are part of the 1.3-million-member United Food and Commercial Workers International Union, representing working people across North America.

Our growing local union is currently seeking a Union Labour Relations Officer based out of our Calgary Office. 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. Our values, and our work, may require Union Labour Relations Officers to engage in community events to increase their cultural fluency and improve their representation of our culturally diverse membership.

Applicants must have a valid Class 5 driver's license and a minimum of three (3) years of continuous driving experience and no major convictions. A driver's experience letter may be required. The successful candidate will need to travel on occasion, work occasionally on evenings and weekends, with some on call work duties.

### **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
- A commitment to union solidarity principles, equity, diversity, and inclusion as described in our Mission Statement <https://gounion.ca/your-union/mission/>.

## **ASSETS**

- Experience with collective bargaining, including conducting proposals, negotiations and ratification meetings, and votes.
- A community leader and activism in social justice, diversity, equity and inclusion
- College or University degree in political science, labour studies or related field; or
- 10 years of related experience.
- Advanced Microsoft Office Suite skills
- Knowledge of ALRB rules and procedures and ALRA
- Knowledge of *Alberta Employment Standards Code*
- Knowledge of *Alberta Occupational Health and Safety Act*
- Knowledge of *Alberta Human Rights*
- *Alberta's Freedom of Information and Protection of Privacy Act*

## **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 March 22, 2024, and be sure to highlight any assets and qualifications that you will bring to this position.

**Crystal Ducharme**  
**UFCW Local 401**  
**14040 128 Avenue**  
**Edmonton, AB T5L 4M8**  
[jobapplication@ufcw401.ab.ca](mailto:jobapplication@ufcw401.ab.ca)