



Employment Opportunity

United Food and Commercial Workers (UFCW) Local 401

Director - Education

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 an **Education Director** to work out of our Calgary head office; however, travel and mobile work is required. This role will oversee and direct our Education Department to develop and facilitate educational materials and membership engagement tools for delivery to union members, community organizations and our labour movement allies. They will build and enhance courses and curriculum in an environment that promotes creativity, innovation and inclusion and improve membership engagement through educational classes. They will be responsible to create an inclusive environment for members to engage with their local union and provide education to empower members to be more effective in their workplace, to be a worker advocate and provide a tangible support for union representatives. A main priority for this role is to build and mentor leaders.

The role requires contribution to positive interaction with the membership, positive public relations of the local union with external stakeholders such as employers, decision-makers, allied organizations and the general public. You will help create an inclusive and diverse environment for members to engage with the local union and build and maintain productive relationships with community partners and allies of the local union.

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.

We offer a competitive compensation package with lots of opportunity for interesting and challenging work.

JOB DESCRIPTION

Duties include, but are not limited to:

- Mentorship and management of staff on a daily basis. Participates and manages in individual development pathways.
- Collaborates with UFCW's National Office, other UFCW Locals, The Alberta Federation of Labour, and other unions and labour organizations.
- To education and to engage a greater number of members on workplace rights and social justice issues.

- Intensify engagement with younger, and diverse groups.
- Make sure the members can carry to the public an understanding of our work by being involved in community activities.
- Expand online growth and increase the effectiveness of UFCW Local 401's online education.
- Secure effective education with partners and allies and initiate engagement opportunities with key personalities, organizations and groups to bring local 401 members' voices to a wider audience.
- To ensure union education supports the work of the union labour relations officers and prepares our membership and stewards for changes in labour legislation or applicable law.
- Development of courses, course material, facilitation notes both manually and electronically and development of courses for web delivery
- Successfully deliver union adult education in a classroom setting, workplace setting and online.
- Increase audience size and reach a greater number of members with workers rights education, mission, and values.
- Increase engagement with racialized workers, younger, women, BIPOC, 2SLGBTQ+, Gender Diverse, and differently abled union members.
- Make sure the public understands the work of our local union by being involved in community activities.
- Work effectively and respectfully with all officers, departments, staff, executive board, and members.
- Lead and oversee UFCW Local 401's Leadership Academy.
- All other duties as assigned.

MINIMUM REQUIREMENTS

Applicants must have the following competencies for this position:

- College or University degree in sociology, labour studies or Education.
- 5 years' experience in labour movement in Education or;
- 5 years or more in an Education role
- Advanced Microsoft Office suite skills (Excel, PowerPoint, Teams, SharePoint, etc.), and Zoom applications for online courses and classes.
- Applicant must be comfortable with use of new technology including Owls, Projectors, streaming devices.
- Social media
- 5 years' experience in Adult Education Course Development
- Knowledge of all labour legislation and human resources as it is related to training.

OUR IDEAL CANDIDATE WILL POSSESS:

- Leadership skills (leading others who are also in local union positions).
- Ability to navigate through complex relationship with staff and community organizations.
- Ability to lead and executive the Local Union's plan.
- Ability to oversee and assess staff performance.
- Ability to self-direct and demonstrate initiative within existing reporting structure.

- Organized and adaptable.
- Strategic, creative, and analytical thinking.
- Detail-oriented.
- Highly collaborative, with strong interpersonal skills
- Detail-oriented, with strong organizational skills and the ability to meet deadlines.
- Commitment to the incorporation / inclusion of EDI and Indigenous perspectives and approached.

Assets:

- Analytical Thinking
- Creative Thinking
- Exceptional Communication
- Networking & Relationship Building
- Creative Problem Solving
- Advanced Interpersonal Relationship
- Membership Engagement
- Development & Continual Learning

REMUNERATION

Remuneration and terms and condition of employment for this position are covered by a Collective Agreement. Benefits, vacation and pension as per the Collective Agreement.

SUBMISSION INSTRUCTIONS:

Please forward applications to UFCW Local 401 by email to jobapplication@ufcw401.ab.ca by end of business day on Tuesday, April 30, 2024. Be sure to highlight any assets and qualifications that you will bring to this position.

Only candidates selected to be interviewed will be contacted, though we thank and appreciate all interested applicants.