



Employment Opportunity

United Food and Commercial Workers (UFCW) Local 401

Union Labour Relations Officer - 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 a full-time **Education Union Labour Relations Officer** to work out of our Calgary head office; however, travel and mobile work is required. This role will develop and facilitate educational materials and membership engagement tools for delivery to union members, community organizations and our labour movement allies.

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. In addition to this, you will help to develop and strengthen our members in leadership and their personal growth and development.

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 may require a criminal record check.

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

JOB DESCRIPTION

- To educate and engage members on workplace rights and social justice issues.
- Intensify engagement with younger and diverse groups.
- Development of courses, course material, facilitation notes both manually and electronically and development of courses for web delivery
- Expand online growth and increase the effectiveness of UFCW Local 401's online education.
- 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.
- Prepare and deliver classroom instruction using adult-based and culturally relevant materials to ensure participants meet their personal learning goals.

- Increase engagement with racialized workers, younger, women, BIPOC, 2SLGBTQ+, Gender Diverse, and differently abled union members.
- Work effectively and respectfully with all officers, departments, staff, executive board, and members.
- Facilitate and mentor members participants of UFCW Local 401's Leadership Academy.
- All other duties as assigned.

MINIMUM REQUIREMENTS

Applicants must have the following competencies for this position:

- University degree, preferably in Education, OR an equivalent combination of education and instructional experience working with adults in an educational setting
- Experience in labour movement in Education or;
- At least 3 years experience in Adult Learning or ESL Education
- 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.
- Applicant will be familiar with Bright Space, D2L learning platforms
- Experience in Adult Education Course Development and implementing effective adult education strategies
- Knowledge of all relevant labour legislation and human resources practices as it relates to training.

OUR IDEAL CANDIDATE WILL POSSESS:

- Leadership skills
- Strategic, creative, and analytical thinking.
- 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 principles and Indigenous perspectives and approaches
- Experience, understanding, and sensitivity to the specialized needs of new Canadians

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 Wednesday, October 29, 2025. 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.