



Employment Opportunity - Union Labour Relations Officer (Temporary) - 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 a local union of the 1.3-million-member United Food and Commercial Workers International Union, representing working people across North America.

We are currently seeking a temporary Union Labour Relations Officer, based out of our Calgary office, for up to one year with the possibility of extension. This position plays a key role in providing members with assistance, direction, support and guidance. The successful applicant should expect to represent members across a variety of industries – including retail, warehousing, food processing, healthcare, and hospitality – and work 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. In addition, they will lead and mentor member engagement activities, including pre-planning, strategic communications, blending tradition with innovation, and celebrating collective success.

Applicants must understand, and be committed to, union principles and values. In alignment with our values and the diverse nature of our membership, Union Labour Relations Officers may be required to participate in community events that enhance cultural fluency and strengthen representation. A strong commitment to equity, diversity, and inclusion in both internal and external union work is essential.

REQUIREMENTS

- Valid Class 5 driver's license
- Minimum of six (6) years of continuous driving experience
- No major driving convictions, no more than three (3) minor convictions, and no claims or accidents in the last three (3) years
- A driver's experience letter may be required
- Availability to travel and work evenings / weekends as required, including some on-call duties

QUALIFICATIONS

- Practical experience and understanding of: Labour Relations, Human Rights, Workers' Compensation, and Health & Safety
- Strong working knowledge of the grievance process and conflict resolution techniques

- Strong emotional intelligence, and ability to take an interest-based approach in interactions
- Excellent time-management, organizational and communication skills
- Ability to take direction, remain goal-oriented and maintain strong attention to detail
- Strong written and oral communication skills
- Proficiency in Microsoft Teams, Microsoft Office, and database tracking systems
- Ability to manage confidential and time-sensitive issues professionally
- A deep commitment to union solidarity principles, equity, diversity, and inclusion as outlined in our Mission Statement <https://gounion.ca/your-union/mission/>.
- Willingness and ability to travel within and outside Calgary, with occasional overnight stays

ASSETS

- Experience with collective bargaining, including proposal development, negotiations and ratification meetings / votes
- Demonstrated leadership in community or social justice initiatives, particularly in diversity, equity, and inclusion
- Post-secondary education in Political Science, Labour Studies or related field – or 10 years of relevant experience.
- Advanced Microsoft Office Suite skills
- Knowledge of Alberta Labour Relations Board rules and procedures and the *Alberta Labour Relations Code*
- Knowledge of *Alberta Employment Standards Code*
- Familiarity with the *Alberta Occupational Health and Safety Act*
- Understanding of the *Alberta Human Rights*
- Knowledge of *Alberta's Freedom of Information and Protection of Privacy Act (FOIP)*

REMUNERATION

Compensation, terms and conditions of employment for this position are covered by a Collective Agreement with the International Association of Machinists and Aerospace Workers (IAMAW).

ADDITIONAL INFORMATION

Please forward applications to UFCW Local 401 by email to jobapplication@ufcw401.ab.ca
The posting will remain open until a suitable candidate is found. Be sure to highlight any assets and qualifications that you will bring to this position.

UFCW Local 401
14040 128 Avenue
Edmonton, AB T5L 4M8
jobapplication@ufcw401.ab.ca