



## **Employment Opportunity**

**Title: Director of Special Projects**

**Location: Calgary**

### **Job Description**

The position will be based out of the Calgary office and will oversee, and direct initiatives, programs and staff of special projects as assigned by the President for Alberta's largest private sector union, UFCW Local 401.

The successful applicant should be flexible and able to handle multiple priorities, have strong interpersonal skills and be able to handle conflict resolution. Strong leadership experience is required to oversee staff, offices, departments, and strategic initiatives.

They will direct staff, major bargaining and local wide programs/campaigns on a daily basis, working with the Local Union officers to implement the Local's mission and plan.

They will ensure that member engagement becomes the priority of all staff and will also work on building plans and strategies to enhance the Local's presence in the province.

They will build and nurture effective and collaborative networks and relationships in relation to staff, other unions, and stakeholders.

They will support the Labour Relation Officers, Negotiators and Administrative Staff to deliver a superior members experience and building the Local Union.

Applicants must be willing to work erratic hours and be able to be away from their home city for days at a time and must be able to travel nationally and internationally.

### **Job Duties**

- Mentoring and managing staff daily
- Help staff develop and execute bargaining, servicing and membership engagement plans
- Provide leadership and direction in preparing staff to step into leadership roles
- Facilitate regularly scheduled staff meetings and update staff on policy, procedures, and other executive projects
- Participates and manages in individual development pathways
- Collaborate with UFCW's National Office, other UFCW Locals, The Alberta Federation of Labour, and other unions and labour organizations
- Bargain collective agreements
- Oversee and support large scale programs and campaigns

## **Core Competencies**

- Creative in problem solving, using innovative methods and technologies
- Must be able to manage workload and work time efficiently
- Ability to lead in difficult situations with difficult people
- Ability to lead and execute tasks with changing priorities
- Ability to interact with and build relationships with unfamiliar people
- Ability to lead and execute the Local Union's plan
- Ability to oversee and assess staff performance
- Attend and participate in scheduled meetings
- Help develop strategies and policy
- Involved in staff planning and problem solving

## **Qualification Assets**

- College or university degree in political science, sociology, labour studies, or related fields or;
- 10 years' experience in the labour movement in leadership roles or;
- 5 years or more in a community, NGO, and/or political party leadership role
- Advanced Microsoft Office Suite skills
- Social media skills
- Knowledge of, and experience in, social responsibility leadership
- Experience in strategic planning and execution.
- Practical understanding and experience in dealing with labour relations, labour law, employment standards, human rights, workers compensation, occupational health and safety, and collective agreement interpretation.

## **REMUNERATION**

- Competitive wages based on experience and skill set. In addition, the successful applicant will receive generous benefits, vacation, and pension package.