



Employment Opportunity – Northern Director

JOB DESCRIPTION

Reporting to the Director of Operations, this position is based in the Edmonton office and provides leadership, oversight, and strategic direction for UFCW Local 401's Northern Alberta operations, including offices and staff in Edmonton and Red Deer. As Alberta's largest private sector union, UFCW Local 401 is committed to advancing workers' rights, equity, inclusion, and member engagement across the province.

The successful candidate will be an experienced labour-focused leader with a strong understanding of union environments, labour relations, and staff management within a unionized workplace. They will demonstrate the ability to manage competing priorities, lead through complex and challenging situations, and foster a collaborative, respectful, and equity-driven workplace culture.

Working closely with the Director of Operations and Local Union Officers, this individual will oversee daily operations, guide strategic initiatives, and provide leadership and direction to Labour Relations Officers and administrative staff. They will play a key role in implementing the Local Union's mission, strengthening member engagement, and supporting campaigns and initiatives that build worker power and solidarity.

The successful applicant will also be responsible for mentoring and directing unionized staff, supporting leadership development, and ensuring that staff are equipped to deliver high-quality representation and service to members. A strong understanding of the role of a Labour Relations Officer — including collective agreement administration, grievance handling, organizing, advocacy, and member representation — is essential.

This role requires a commitment to equity, diversity, inclusion, and social justice principles, along with the ability to build respectful and collaborative relationships with staff, members, labour organizations, community partners, and stakeholders.

The successful candidate must be willing to work flexible and irregular hours, travel frequently throughout Alberta, and occasionally travel nationally and internationally.

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

JOB DUTIES

- Provide day-to-day leadership, mentorship, and supervision to unionized staff across Northern Alberta offices
- Support and direct Labour Relations Officers and administrative staff in delivering exceptional member representation and service
- Develop and implement staff servicing, organizing, and member engagement strategies aligned with the Local Union's goals
- Foster an inclusive, respectful, and equity-focused workplace culture
- Assist in leadership development and succession planning for staff
- Facilitate regular staff meetings and communicate organizational priorities, policies, and strategic initiatives
- Manage performance, coaching, and professional development pathways for staff
- Support conflict resolution and promote collaborative problem solving within teams
- Work closely with the Director of Operations and UFCW Local 401 Officers to implement strategic campaigns and organizational priorities
- Collaborate with UFCW Canada National Office, other UFCW Locals, the Alberta Federation of Labour, and allied labour and community organizations
- Contribute to policy development, strategic planning, and organizational growth initiatives
- Strengthen relationships with members, community allies, and labour movement partners

CORE COMPETENCIES

- Strong commitment to the labour movement, workers' rights, equity, and social justice
- Demonstrated understanding of labour relations and union representation in a unionized environment
- Proven ability to lead, mentor, and manage unionized staff and diverse teams
- Demonstrated ability to understand, promote, and apply equity, diversity, inclusion, and anti-oppression principles in the workplace and in member representation
- Excellent interpersonal, communication, and conflict resolution skills
- Ability to lead effectively in high-pressure or rapidly changing environments
- Strong organizational and time-management skills with the ability to manage multiple priorities
- Strategic thinker with experience implementing organizational plans and initiatives
- Skilled in relationship-building with staff, members, labour organizations, and community stakeholders
- Ability to assess staff performance and support professional growth and accountability
- Creative and innovative approach to problem solving and member engagement
- Commitment to collaborative leadership and inclusive decision-making

QUALIFICATION ASSETS

- College or university degree in Labour Studies, Political Science, Sociology, Industrial Relations, Human Rights, or a related field; or equivalent combination of education and experience
- Minimum five (5) years' experience in leadership roles within the labour movement, union environment, community organizations, NGOs, or progressive political organizations
- Demonstrated experience managing staff in a unionized workplace
- Practical knowledge of labour relations, collective agreement interpretation, grievance handling, labour law, employment standards, human rights legislation, workers' compensation, and occupational health and safety
- Understanding of organizing, advocacy, and member engagement principles within the labour movement

- Experience in equity, diversity, inclusion, and anti-oppression work
- Strong computer skills, including Microsoft Office Suite and digital communication platforms
- Experience with social media, public engagement, and campaign communications considered an asset
- Background in activism, community leadership, or social justice initiatives is an asset

REMUNERATION

UFCW Local 401 offers a competitive compensation package commensurate with experience and qualifications, including comprehensive benefits, pension, and vacation entitlements.

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