



Employment Opportunity

United Food and Commercial Workers (UFCW) Local 401

Summer Student Positions (2) – Research Assistant

Location: Calgary

Duration: 8 weeks (continuous), 35 hours per week.

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 to hire two **Temporary Summer Student Research Assistant** positions within our **Calgary** office. Mobile work may be required. This role will include but is not limited to high level research support for all the local Union's negotiation campaigns. Applicants would ideally be completing a degree level program in a social sciences related field; however, all applicants completing a post-secondary education will be considered depending on relevant experience.

This is a temporary, full-time contract position covering a period of eight weeks during the summer. Successful applicants will work 35 hours a week within standard office hours. Applicants will be responsible for their own daily transportation to and from the Union office.

We offer a competitive hourly wage with the opportunity to take part in meaningful, interesting, and challenging work.

JOB DESCRIPTION

- Collecting, analyzing and interpreting data to help UFCW Local 401 make informed decisions and enhance the interests of our membership. This role involves conducting market and corporate research in the industries and sectors where UFCW members or potential members would be employed.
- The successful candidates will work alongside administrative staff and negotiators to support research and communications strategies for our members and collective bargaining initiatives.
- Compiling, analyzing and summarizing industry data, and reporting findings to leadership.
- Gathering information through desk research, both qualitative and quantitative – relating to contract negotiations, and current wages within specific industries.

- The successful candidates will work independently and with other researchers to create complicated queries on retail regulatory changes, uncover new trends and anomalies, model impacts of policy or regulatory change, or provide quick responses related to information needs and/or union campaigns.

MINIMUM REQUIREMENTS

Applicants must have the following competencies for this position:

- Microsoft Office suite skills (Excel, PowerPoint, Teams, SharePoint, etc.) are a requirement. Advanced skills would be an asset, especially related to Excel.
- Knowledge of ALRB rules and procedures would be an asset.
- Effective interpersonal communicator adept at building relations online and offline.
- Ability to problem solve and make decisions in real time in a fast-paced environment.
- Self starter with the ability to manage workflow independently as well as collaboratively.
- Excellent writing and editing skills.
- Knowledge of privacy law (PIPA), FOIP, publicly traded companies, company governance, and financial markets would be an asset.

OUR IDEAL CANDIDATE WILL POSSESS:

- Organized and adaptable.
- Growth mindset
- Detail-oriented.
- Highly collaborative, with strong interpersonal skills
- A good communicator.
- A successful applicant must be able to make sense of, and provide analysis related to, data throughout a range of professions. Research may also include policy pertaining to all levels of government or industry as they relate to the members of Local 401.
- Demonstrated commitment to labour values
- Understanding and commitment to broader economic and social justice issues

REMUNERATION

A rate of \$23 per hour.

SUBMISSION INSTRUCTIONS:

Please forward applications to UFCW Local 401 by email to jobapplication@ufcw401.ab.ca. The posting will remain open until June 26, 2026. Be sure to highlight any additional 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.