



Executive Assistant CUPE Manitoba

The position of Executive Assistant (EA) in the CUPE Manitoba office is a Full-Time position, with a work week of 37.5 hrs (1.0 EFT), Monday to Friday. Hours of work to be determined by CUPE Manitoba.

As Manitoba's largest Union, we have a deep commitment to strengthen and continue to build public services for the citizens of our province, and we see the fight against privatization as integral to all that we do. We work strongly in coalition with community groups and other Unions to achieve our goals. As the political wing of Canada's largest Union, political action and equity work are central to all aspects of our Strategic Directions that is developed and passed each year directly by the membership of our Union.

CUPE Manitoba is looking for an individual with the skills, experience and stamina to support the President, Table Officers, and Executive of the Canadian Union of Public Employees, Manitoba Division. CUPE Manitoba is committed to building a strong and diverse organization that is reflective of the diversity of our members and society at large. Applicants from all equity deserving communities are strongly encouraged to apply.

CORE FUNCTIONS

To work directly with the President, and closely with the Table Officers and Executive of the Canadian Union of Public Employees, Manitoba Division, to promote the aims and objectives of the Division as outlined in the Bylaws and Policies and guided by the Strategic Directions.

The Executive Assistant will provide general office administrative support for CUPE Manitoba and support to the President on all aspects of their portfolio. The Executive Assistant is a skillful communicator and solution-oriented; possesses an analytical mindset and strong political understanding; and demonstrates considerable initiative and a drive to get things done in a fast-paced Division. The Executive Assistant works in part of a team with campaign, communications, research, and government relations staff, and promotes the aims and objectives of the Division as outlined in the Constitution, Bylaws and Policies.

DUTIES & RESPONSIBILITIES

- Provide direct support on all aspects of CUPE Manitoba's objectives, operations, campaigns, and programs
- Assist the President in the execution of their duties as the Chair of the Executive Board and an Officer of CUPE Manitoba
- Prepare, type, proof and format letters, notices, briefs and minutes; including assisting in the writing of letters to government officials, community stakeholders, memos to CUPE Locals, etc.
- Researches and develops materials for reports, manuals, and presentations for the President, and other Executive members, as required
- Create and maintain physical and electronic office files
- Receive, screen and direct calls, respond to general enquiries, provide general information
- Receive, screen and distribute incoming mail and emails
- Coordinate travel arrangements

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- Coordinate conferences, conventions, schools, and campaigns; may include registration of participants, where required; attend meetings/conferences and take minutes as required; photocopy and compile materials/documents
- Assist in the operations of the office: maintaining appropriate inventory of office supplies, material, equipment, and office furniture; processing and verifying orders, monitoring office security and emergency systems, overseeing office premises (parking permits, lighting, keys)
- Prepare, produce, and distribute materials for meetings, conferences, conventions, etc.
- Other general office functions as required
- Liaise with CUPE Regional Office staff as necessary to fulfill CUPE Manitoba's responsibilities
- Ability to work independently and within a team
- Willingness to work some weekends and evenings on an as required basis
- Assists the President with managing social media accounts and works with Union staff to coordinate messaging
- Other duties as assigned

Note: this listing of duties is not intended to be all-inclusive; other duties may be required in order to meet the evolving requirements of the organization.

REQUIRED SKILLS AND EXPERIENCE

Education and Experience

- Minimum 3 years of experience providing executive level support at a senior level in a unionized setting (preferably with Union, political party, activist NGO, etc.)
- Minimum 3 years of experience with direct responsibility for project management, development, and execution
- Excellent political sense, consistent with the mandate and values of CUPE Manitoba
- Recognized Business education, Business Communication, or Business Administrative Program and/or related discipline, or an equivalent combination of experience and training

Knowledge, Skills and Experience

- Strong writing abilities, and comprehension of administrative policies and procedures
- Good understanding of CUPE's political and organizational structure
- Internet research techniques, databases and data management
- Proficiency in Microsoft software and office related programs (Word, PowerPoint, Excel, Outlook, Canva), databases, Zoom and Teams platforms, and the ability to learn new software
- The ability to operate all general office equipment
- Maintain confidentiality and have a working knowledge of database systems
- Highly organized and demonstrated ability to work on multiple simultaneous projects with an ability to shift priorities on short notice



SALARY AND BENEFITS

As per the CUPE Manitoba/COPE Local 342 Collective Agreement.

Wage Rate: \$30/hr.

HOW TO APPLY

Interested candidates may forward their letter of application and resumé in Word or PDF. Applications will be accepted via Email, with subject line: "Application for Executive Assistant", to the attention of CUPE Manitoba Table Officers, at: info@cupe.mb.ca

Closing date: October 6th, 4 PM.

CUPE Manitoba encourages application from qualified equity seeking workers, including qualified Indigenous, Métis, and Inuit persons, Black, Racialized, 2SLGBTQI+, Women, and members living with Disabilities.

CUPE Manitoba thanks all applicants for their interest, however only those selected for further consideration will be contacted.