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EDUCATION REPRESENTATIVE

GENERAL FUNCTION

The Education Representative will be responsible for the delivery and administration of CUPE's national and regional education programs, under the direction of the Regional Director and in consultation with the Branch Director of the Union Education Branch.

The successful candidate will be expected to work closely and collaboratively with the support staff, national representatives, sector coordinators, local unions, CUPE councils, provincial divisions, and the Union Education Branch.

SUMMARY OF DUTIES

- Identify union education needs and develop a comprehensive program and processes to meet these needs.
- Organize face-to-face and online educational events.
- Develop, organize and facilitate training workshops addressing a diverse range of topics.
- Adapt and customize existing workshops to respond to local-specific needs.
- Support the planning and delivery of education at regional conferences.
- Plan, facilitate and report on strategic planning sessions.
- Manage the member facilitator program as per CUPE's national member facilitator policy.
- Ensure there is a pool of diverse, qualified member facilitators, support member facilitators' development, and give feedback when needed.
- Assist in the preparation of CUPE's Union Education annual budget and assist in the administration of regional expenses.
- Participate in in-house trainings such as the Ombudsperson training.
- Provide an ombudsperson(s) at Union Education schools and Division conferences in which the Education Representative will play the role of person in charge as per the CUPE Code of Conduct.

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QUALIFICATIONS

The successful applicant must have extensive union experience, union education experience and an understanding of the objectives and principles of the labour movement in general, and of CUPE in particular.

The position requires:

- Knowledge and understanding of the application of current adult education and popular education theory and techniques to union education;
- High-performance leadership, event planning, and public speaking skills;
- High level facilitation skills and experience, including online facilitation experience;
- Ability to work and communicate effectively through the use of various educational media;
- An extensive knowledge and understanding of current union issues including all matters related to the collective bargaining process, as well as a good understanding of political, social, and economic matters facing union members;
- Experience delivering union education on challenging subjects such as strategic planning, anti-oppression, anti-racism training, conflict resolution;
- Knowledge and understanding of local structures as outlined in the national union's constitution and local bylaws to assist in the delivery of union education's local executive and steward learning series;
- High level of comfort using Microsoft Office software and MRM;
- Above average oral and written communications skills in the English language;
- Initiative and the ability to perform high quality work without close day-to-day supervision;
- Ability to work well in a team;
- Extensive experience as a Servicing Representative would be an asset;
- Knowledge and understanding of issues that impact Indigenous, Black, and racialized people in the union, workplace, and community would be an asset;
- Applicants should be free to travel and be able to work evenings and weekends as required.

CUPE is committed to providing an inclusive, respectful, accessible, and healthy workplace environment that is equitable and fair at all levels of its organization. We are committed to establishing a qualified workforce that is reflective of the diverse population and communities in which we live and serve. CUPE encourages applications from qualified members of the five (5) designated equity groups: women, indigenous people, black and racialized people, persons with disabilities, and 2SLGBTQI+ people. Upon request and at any stage of the recruitment and/or selection process, we will provide reasonable accommodations for candidates who have a temporary or a permanent disability. Please contact the Human Resources Department to request an accommodation if needed at hr@cupe.ca.