



May 2, 2022

## **Permanent Position Posting – Internal/External**

### **Education and Project Coordinator**

The Saskatchewan Federation of Labour is currently recruiting to fill a permanent vacancy to the position of Education and Project Coordinator at the Federation's Regina office.

The job description for the position is attached to this posting notice.

The position is full-time (flexible 5/5/4 work week, Appendix B) and offers very competitive compensation with excellent benefits. Terms and conditions of employment are set out in the collective agreement between the staff union (CUPE 4828) and the SFL.

Commencement date is flexible – as availability permits.

The SFL supports the principles and practices of employment equity. We encourage applications from Indigenous (First Nations, Metis, Inuit), workers of colour, workers with disabilities, women, workers who identify as LGBTQ\*, and young workers under 30 years of age. Applicants are encouraged to indicate on their application the equity seeking group(s) they are part of.

Please submit applications, complete with cover letter and resume **no later than 5:00 pm, May 16, 2022** to:

Recruitment Committee  
c/o Lori Johb, President  
Saskatchewan Federation of Labour  
220, 2445 – 13<sup>th</sup> Avenue  
Regina, SK S4P 0W1  
Email: [l.johb@sfl.sk.ca](mailto:l.johb@sfl.sk.ca)



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## **Job Description**

### **Education and Project Coordinator**

#### **Purpose of the Position**

Reporting to the President of the SFL, the Education and Project Coordinator works collaboratively with the Strategic Advisor to build campaigns that promote issues important to the federation, its affiliates and working people in Saskatchewan. This position will work to advance social and economic justice, promote electoral engagement, and assist with developing organizing capacity through grassroots campaigns, education, and awareness. The position is also responsible to coordinate, develop and implement various educational events, schools and conventions. In addition, the position will be responsible for coordinating the SFL's workplace health and safety initiatives.

#### **Duties and Responsibilities**

- Assists the President in dealing with correspondence, committees and social justice organizations as directed.
- Works with the Strategic Advisor to build campaigns to promote issues important to the federation, its affiliates and working people in Saskatchewan.
- Works with the SFL staff in the overall planning and implementation of SFL schools, conferences, and events. This includes courses, facilitator selection and recruitment, brochure revision as well as assisting in logistical coordination of events.
- Provides assistance, coordination and administrative support to one or more SFL committees as assigned.
- Provides technical and digital support to SFL committees' initiatives and campaigns as required.
- Other duties as assigned.

#### **Decision Making Authority**

- Organizes workload and sets priorities to meet deadlines on a number of concurrent activities.
- Makes independent decisions, as appropriately related to duties and responsibilities.

## **Knowledge and Skills**

- Proficiency and experience in the full Microsoft suite of applications: Word, Excel, Access, PowerPoint and any other related computer programs.
- Knowledge of the working practices and conditions of a unionized environment or equivalent experience.
- Knowledge of the labour movement's structure and internal politics; demonstrated experience working closely with affiliated unions, coalitions and social justice groups.
- Demonstrated high-level knowledge and significant work experience in the field of workplace health and safety, and advocacy from a worker's perspective.
- Ability to function cooperatively with other members of the staff, and to seek and take direction as required. Exercise good judgement and initiative to manage shifting priorities.
- Excellent written and oral communication skills with demonstrated ability to prepare correspondence, reports and develop educational course material as needed.
- Experience with conference planning and implementation on a wide variety of topics.

## **Qualifications**

- Demonstrated experience working with and developing various types of projects which may include organizing unions, electoral, or community campaigns.
- Experience in organizing in-person and digital events.
- A knowledge of social media and digital strategies.
- Demonstrated ability to work with diverse groups.
- An approach which is worker centred, anti-racist, feminist, ability inclusive, queer positive and youth empowered.
- Must have a high degree of accuracy, initiative and organizational skills and the ability to work with minimal supervision.
- Experience with facilitation by direct delivery, design and development of facilitation skills in others.
- Knowledge of, and experience working in the labour movement, understanding the role of central labour bodies, and awareness of labour's health and safety priorities.
- A demonstrated experience and high-level knowledge in the field of workplace health and safety, and advocacy from a worker's perspective.
- Completion of a post-secondary degree specializing in the areas of social sciences, political sciences or an equivalent combination of education and experience.

## **Special Conditions**

In accordance with operational needs, this position is located in the SFL Regina office and periodically requires travel throughout the province of Saskatchewan.

The position is covered by the Collective Agreement between the SFL and CUPE Local 4828 and offers a competitive salary with a comprehensive benefits package and superior working conditions.

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