



**JOB POSTING**  
**ADMINISTRATIVE COORDINATOR – PERMANENT FULL-TIME**

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A busy union office, currently employing seven administrative staff and seven staff representatives reporting to two full-time federation officers, is seeking a permanent full-time Administrative Coordinator to begin immediately.

**Job Description**

- Provides administrative support in the areas of labour relations, including preparation of legal documents for grievances and arbitrations.
- Provides administrative support to Executive Officers, including familiarity with event organizing and board and committee procedures.
- Other administrative tasks including making travel arrangements, supporting FPSE campaigns, paper and electronic filing, editing, proof-reading, arranging meetings and events, word processing of correspondence, notices, reports, manuals, etc.
- Administrative support to standing and ad-hoc committees, general meetings, seminars and conferences, including organizing meetings, maintaining committee lists and communications with committee members.
- Creating, updating and maintaining electronic communications such as website and list serves.
- Ordering supplies, maintaining equipment, and other general office tasks.

**Qualifications**

- Grade 12 plus training in the use of standard office software; a post-secondary degree or diploma; three to five years of related experience, preferably in an educational or trade union setting; or an equivalent combination of training and experience.
- Demonstrated experience in support for labour relations staff.
- Demonstrated experience in event organizing.
- Strong computer skills including advanced knowledge of MS Office; familiarity with Adobe CS, Drupal and/or LaserFiche would be an asset.
- Familiarity with current post-secondary education and labour/union issues.
- Excellent written and verbal communication skills.
- Excellent organizational skills.
- Ability to work under pressure and tight timelines.

**Salary:** Competitive wages commensurate with experience and qualifications, and a very generous benefit package, working 65 hrs every two weeks (a 9-day fortnight).

**Closing Date:** Friday, September 9, 2016

**Interviews:** Wednesday, September 14, 2016

**Start Date:** ASAP

**Send Application to:** Terri Van Steinburg, Secretary-Treasurer  
Federation of Post-Secondary Educators  
400- 550 W. 6th Ave.  
Vancouver, BC V5Z 1A1

**Fax: 604 873-8865**

**E-mail: [jobs@fpse.ca](mailto:jobs@fpse.ca)**

***No phone calls please.***

FPSE is an equal opportunity employer. Only those applicants offered an interview will be contacted, but an eligibility list will be created in case future work arises.