



Federation of
Post-Secondary Educators
of BC

ADMINISTRATIVE COORDINATOR PERMANENT FULL-TIME

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

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 event organization 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.
- Additional duties as outlined in the Collective Agreement.

This Position Requires:

- 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 Creative Suite, 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.

Qualifications

- Grade 12, plus 3-5 years of related experience as administrative, or equivalent position, preferably in an educational or trade union setting; preferably a post-secondary degree or diploma, or an equivalent combination of training, education, and experience.

Salary: This position is covered fully by the terms and conditions of the Collective Agreement between FPSE and CUPE 1004. Under the present terms, a successful applicant will receive a starting annual salary of \$65,891.92 (\$38.99 hourly) increasing to \$66,999.89 (\$39.65 hourly) after 6 months. Hours of work shall total 65 hours per fortnight assigned in equal parts over nine days.

Closing Date: August 4, 2021

Start Date: TBD

Send Application to: Sean Parkinson, 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

FPSE is an equal opportunity employer. Only those applicants offered an interview will be contacted.