



OSBCU • CSCSO
CUPE • SCFP



80 Commerce Valley Drive East, | 80, promenade Commerce Valley Est,
Markham, ON, L3T 0B2 | Markham (Ontario) L3T 0B2
Tel: 905.739.3999 • Email: info@osbcu.ca • www.osbcu.ca

Council Support Coordinator - Permanent Full Time

The OSBCU is seeking applications for the position of **Council Support Coordinator**.

If you have a deep understanding of the work of education workers and experience or interest in the trade union movement and are a critical thinker and self-starter who works well in a team and possesses exceptional communication skills, this opportunity is for you.

The Ontario School Board Council of Unions (OSBCU) unites 55,000 CUPE education workers in the public, Catholic, English, and French school systems across the province. We are the power of public education, committed to the protection and advancement of our services, our schools, our students, and our communities.

This position will work directly with the OSBCU President and will work collaboratively with CUPE National staff assigned to the sector and CUPE Ontario staff.

Summary of Duties

- Handle all aspects of OSBCU merchandise, including development, promotion, inventory, and sales.
- Participate in all areas of organizing drives within the school board sector across the province.
- Assist with a variety of province-wide campaigns, elections, and membership development activities.
- Liaise with CUPE, OFL, CLC, primary community partners, the NDP, and other groups as required.
- Assist with writing and designing printed materials such as leaflets, brochures, newsletters, ads, and auxiliary materials.
- Provide counsel to OSBCU leaders and the Executive on communication needs, including strategies, techniques, and tactics.
- Identify and resolve communication issues, offering recommendations as necessary.
- Work with printers and production personnel to prepare print and electronic materials.
- Assist in maintaining a strong social media presence, including moderating and updating accounts (Facebook, Twitter, Instagram, etc.).
- Routinely review and update the website to ensure accuracy and current content.
- Assist in writing campaign and event plans as required.
- Liaise with members, committees, and staff to support their communication needs.
- Attend rallies, events, and meetings as required.
- Maintain relationships with bloggers and other members of the online community.
- Take and collect photos and develop member profiles.
- Collaborate with members and staff to develop materials, working with designers and other experts as needed.
- Assist in preparing event documents and organizing shipments.



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- Participate in pre-conference and event meetings to determine needs.
- Assist and coordinate all aspects of conference and event planning, including site selection and logistics.
- Respond to and track member inquiries and issues on behalf of the President's office, maintaining good member relations and resolving problems.
- Maintain multiple calendars in Outlook and Schedule meetings and appointments.
- Communicate regularly on behalf of OSBCU with community groups, coalitions, and other labour groups.
- Prepare for Executive Board meetings and take minutes as required.
- Manage incoming and outgoing mail, inventory, and courier deliveries, operate fax, postal, copier
- Review correspondence and refer to the appropriate person or initiate replies as required.
- Ensure that membership update forms are entered and updated daily in the database system.
- Maintain accurate and orderly filing systems, including updated membership information.
- Prepare reports from the Member database using MS Word, Excel, or other applications as needed.
- Perform other related duties as assigned.

Skills and Abilities

- Ability to work in a fast-paced environment for extended periods.
- Proven ability to manage multiple projects simultaneously.
- Superior organizational and coordination skills.
- Strength in prioritizing and goal setting with the ability to handle multiple tasks.
- Excellent communication skills.
- Ability to work with sensitive information while maintaining confidentiality.
- Bilingualism is an asset.

Minimum Requirements

- Solid understanding of the labour movement, applicable legislation, and best practices within the sector.
- Demonstrated proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and Google Workspace (Docs, Sheets, Drive, Gmail), as well as desktop publishing and graphic creation.
- Extensive knowledge of and experience with major social media platforms (Facebook, Twitter, Instagram), as well as website design and maintenance.
- Post-secondary degree/diploma in a relevant field or an equivalent combination of education and experience.



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- Understanding of trade union communications functions.
- Interest and ability in the production of print and electronic materials.
- Ability to teach and coach communication skills and strategies to OSBCU leadership, staff, and members.
- Above-average oral and written communication skills in English.
- A valid Driver's License.
- Willingness to travel throughout the province as needed.
- Ability to work independently and exercise good judgment.

Start Date: Immediately

Location: Primarily located at the Ontario Regional Office in Markham, with occasional inter-provincial travel and remote work options.

Weekly Salary: \$1,850 per week under the collective agreement between the OSBCU and the Canadian Office Professional Employees Union Local 343.

Hours of Work: Flexible hours, including evenings and occasional weekends, are required.

Applications: Applications can be submitted to info@osbcu.ca. Interested applicants are invited to apply by **4:00 PM on Friday, September 20, 2024**, by submitting a cover letter, detailed resume, proof of qualifications, and two (2) references. References will not be contacted without your prior consent.

We thank all applicants for their interest. Only those selected for an interview will be contacted. No calls please.

OSBCU is committed to providing an inclusive, respectful, accessible, and healthy workplace environment that is equitable and fair at all levels of the organization. We are committed to establishing a qualified workforce that reflects the diverse population and communities we serve. OSBCU encourages applications from members of equity-deserving groups, including Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities. Reasonable accommodations will be provided for any protected human rights grounds during the recruitment and selection process. Please inform us if you require accommodation by contacting info@osbcu.ca.