

Job Description for Union Organizer

Job Description

Under Union, Grievance and Executive Committees direction engages in the organization of the Division structure. Organises and performs work of a clerical nature. May initiate and develop methods and procedures, practices and policies. Able to deal effectively and efficiently with members of the Union and the University.

Typical Job Duties

1. The Union Organizer serves on the Grievance Committee. She/he maintains the files and minutes of that Committee; handles all correspondence for the Committee as well as phone calls pertaining to grievance matters; does applications to the Labour Relations Board; arranges and attends Labour Committee meetings and Grievance Committee meetings.
2. Helps in the preparation of arbitrations, attends arbitrations, may advocate arbitrations.
3. Interprets the collective agreement to members either by phone or in person.
4. Deals with the University on matters involving members and their rights under the Collective Agreement.
5. Organizes the Division structure - arranges meetings in each Division to elect Executive Committee members and stewards.
6. Responsible for steward training and for organizing Shop Steward seminars at least once a year. Is responsible for writing, re-writing and/or updating the stewards' handbook.
7. Does 1 hour explanations at Employee Relations twice per week, introducing new employees to the Union.
8. Maintains contact with the Union's lawyer, getting legal opinions and information. Also maintains contact with the Labour Relations Board, Ministry of Labour, Workers' Compensation Board, Medical Services Assn. and other agencies relating to the agreement and our members.
9. Helps write articles for the Newsletter, such as: "Know Your Contract" and the Grievance Committee Report plus submits updated Steward and Committee lists.
10. Attends meetings or hearings on and off campus, as a union representative.
11. Participates in the purchase of office supplies and equipment.
12. Maintains Union library and acquires new material.
13. Helps to maintain membership list and address file.
14. Is a member of and attends Executive meetings.
15. In conjunction with the other union office staff, prepares materials being sent to the membership, ie., preparing stencils, running them off, collating, stapling, labeling.
16. Does research for grievances being presented at Step 3 or going to arbitration.