



COPE ONTARIO

RESEARCH REPRESENTATIVE

COPE Ontario represents unionized workers in various public and private sectors such as health care, education, financial services, Labour Organizations, non-profit and Government agencies. COPE workers have experienced staff who provide representation for them in WSIB and LTD cases, the grievance and arbitration process, in negotiations and before regulatory bodies. We provide all necessary assistance, and guidance to our local unions and their members, so that all COPE members may share in the benefits resulting from employment under the terms of signed collective agreements.

The Canadian Office and Professional Employees Union is seeking a Full-time Permanent Research Representative working out of the COPE Ontario Toronto office.

Job Duties:

- Providing research assistance, support, and advice to staff representatives and organizers
- Analyzing collective agreements
- Analyzing official documentation and legislation to assess the impact on union activities and industrial issues
- Compiling statistical data and other information for negotiations
- Keeping up to date with union developments and industry issues
- Preparing presentations and briefings papers
- Writing reports, articles, speeches, press releases, brochures and leaflets etc.
- Assisting in organizing seminars, conferences, workshops and conventions
- Researching political issues
- Some evening and weekend work maybe required

Some travel may be required

Requirements:

- Previous relevant union research experience – **required**
- Knowledge of the key issues that affect trade unions and social and economic and political issues – **required**
- Excellent research skills and the ability to understand and interpret complex material and produce clear and concise written information – **required**
- Demonstrated genuine commitment to knowledge of and interest in the work of trade unions - **required**
- Strong analytical skills and communications skills – **required**
- Good time management skills to handle projects alongside day-to-day requests **required**
- Degree in labour relations, economics, politics or sociology - **an asset**
- Demonstrated ability to work in a team setting and with other staff
- Additional duties as maybe assigned.

Computer and Technology Skills required:

- Strong computer skills including Microsoft Office Suite and Power Point
- The ability to use databases, online and web-based systems

Salary and benefits are in accordance with the staff COPE Local 343 collective agreement.

Qualified applicants should mail, fax or e-mail their resume no later than May 10, 2017 to:

Maureen O'Halloran, RN
Acting Director
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