



**POLITICAL ACTION COORDINATOR**  
**Temporary Position**  
**February 2022 – June 30, 2022**

The Canadian Office and Professional Employees (COPE) Union is seeking to book off two members for these positions. These positions will be based out of the Toronto Office but due to the current COVID-19 pandemic, we continue to work remotely.

***PLEASE NOTE: This is an internal posting open to members of COPE Ontario Locals.***

**The Political Coordinator's job responsibilities include:**

- Working in conjunction with the Director, Region 2 Vice-President, COPE Ontario Executive Board and Locals on political issues and activating/empowering rank-and-file members.
- Develop and distribute materials relevant to government elections and/or political issues affecting COPE members. Including leaflets, flyers, telephone scripts, press releases, newsletter articles, social media posts.
- Develop and conduct training and information sessions (virtual and in person) for COPE members across the province to educate and activate rank-and-file members in all COPE Ontario Locals in the political process.
- Assisting Locals with their political campaigns/activities, where needed.
- Other related duties as assigned.

**Required Skills and Abilities:**

- Work well in a team environment, be self-motivated, detail oriented and ability to handle and prioritize a range of tasks and manage time effectively. Be flexible and able to adapt as needed.
- Excellent communications skills, initiative, good political judgement.
- Ability to research, write and design materials and deliver workshops to members of COPE Ontario.
- Excellent computer skills, including Microsoft Suite; Zoom, social media. Proficiency in design programs is an asset.
- Strong understanding and commitment to union principles and advancing the interest of COPE members and the labour movement.
- Strong understanding of the political landscape in Ontario; and the party positions on matters affecting COPE members and the labour movement.

COPE Ontario is a diverse, progressive membership driven collective of Union locals that protects members' rights and empowers them to unite for better workplaces and communities.

Salary: The salary for this position is \$1,600.00 per week and the conditions of employment are in accordance with the collective agreement between COPE Ontario and the International Association of Machinists and Aerospace Workers Union, Local 1922, District 78.

Interested applicants should e-mail their resume no later than March 30, 2022, to [hiring@copeontario.ca](mailto: hiring@copeontario.ca).