

## CUPE 3903 Equity Officer Job Posting

**Employer:** Canadian Union of Public Employees, Local 3903

**Position:** Equity Officer

**Website:** <https://3903.cupe.ca/>



### Position Type

Permanent part-time position

**Location:** 4700 Keele Street, York University, 143 Atkinson Building, Toronto ON, M3J 1P3 (Subject to change due to public health pandemic protocols)

**Salary:** \$60.01 per hour for a 21-hour work week, plus benefits/pension plan

**Posting Date:** Monday, August 10th, 2020

**Closing Date:** Friday, September 4th, 2020

**Interviews:** Week of September 21st, 2020

**Estimated Start Date:** Tuesday, October 13th, 2020, or earlier where practicable (As per Article 13.01 of the CUPE 1281-3903 CA, newly hired employees shall be considered on probation for six months from the start of their employment)

### Equity Commitment

CUPE Local 3903 is strongly committed to employment equity within our workplace, work environment, and broader community. We particularly encourage applications from persons with one or more disabilities, LGBTTQ persons, persons from racialized groups, Indigenous persons, and women.

If you require an accommodation in order to submit an application or participate in an online interview, please contact [hiringcupe3903@gmail.com](mailto:hiringcupe3903@gmail.com) for assistance. An accommodation might be related to disability, sign-language interpretation, childcare, elder care, or other circumstances. Accommodation requests will be handled by the Logistics Coordinator (external to the Hiring Committee). We are committed to an equitable hiring process.

### Workplace

CUPE Local 3903 is a radical democratic union at the forefront of the labour movement in Canada, with a commitment to anti-oppression politics, diversity and equity, and supporting our members in achieving some of the best Collective Agreements in the country. Our workplace includes two full-time Staff Representatives, a part-time Equity Officer, a part-time Financial Coordinator, a 14-person elected Executive Committee, other elected committee members, and an active rank-and-file membership. Our membership consists of approximately 2,800 contract faculty, teaching assistants, graduate assistants, research assistants, and part-time librarians and archivists at York University.

### Responsibilities

The responsibilities of the Equity Officer are governed by the CUPE 1281-3903 Collective Agreement, and include:

- Preparing and filing Article 4-related OHRC-based discrimination and OHRC/OHSA-based harassment grievances on behalf of members
- Representing members on human rights-related disciplinary cases

- Acting as the primary representative to employer-related disability accommodation requests, monthly case review meetings with Employee Wellbeing Office, and other Code-based accommodation requests
- Acting as a resource person and advisor for the Local's Executive and committees on issues pertaining to equity, including but not limited to, internal Local equity policies, equity-related bargaining proposals, procedures around equity-specific grievances, etc.
- Coordinating or hosting anti-oppression training, anti-sexual violence training, mental health training, and other seminars, workshops and/or conferences on equity themes
- Actively promoting equity in the workplace through various measures, including but not limited to: providing or coordinating conflict resolution; advising members on leaves, program extensions, accommodations and other CA and York rights, benefits, and issues; acting as the representative for CA-based human rights content implementation; providing support for members in non-CA-related York complaint processes; serving in an ex officio role on CA-based and pan-University committees; and providing guidance on other equity issues deemed important by the membership
- Advises the Bargaining Team and assists with tasks associated with equity and human rights in relation to contract negotiations, including performing research, drafting proposals, attending bargaining sessions with the Employer, and other support and organizing related to bargaining
- Advises the Executive Committee and Bargaining Mobilization/Strike Committee in developing and negotiating strike duty protocols for members seeking accommodations in the event of a strike or lockout and will act as a liaison between CUPE National and the membership for strike-based accommodations

### **Required Skills and Experience**

- Union experience, either as an active union member, or as a union staff member
- Understanding of and commitment to social movement unionism
- Strong understanding of the Ontario Human Rights Code, Occupational Health and Safety Act, Employment Standards Act, and other legislation related to an Employer's legal duty to accommodate and to address issues of discrimination, harassment, and accessibility
- Commitment to and analysis of intersectional anti-oppression/equity work and issues
- Capacity to interrelate and integrate equity, anti-oppression, and union work
- Strong equity-related research and policy background
- Ability to interpret complex Collective Agreement language
- Ability to prepare and follow grievances through a grievance process which includes mediation and arbitration
- Experience working with socially marginalized individuals and groups
- Familiarity with equity-based advocacy, support, and training resources
- Self-motivated with strong organizational, administrative, and multi-tasking skills
- Ability to work with a diverse membership in a dynamic work environment
- Ability to take direction from a diverse range of members and committees
- Skills in analysis, problem-solving, conflict resolution, empathy, and interpersonal communication

### **Preferred Skills and Experience**

- Experience in an academic union
- Collective bargaining experience and strategic negotiating skills

**How to Apply**

Please submit (via email) a cover letter, résumé, and two letters of reference by 5:00 PM EDT on Friday, September 4th, 2020 to [hiringcupe3903@gmail.com](mailto:hiringcupe3903@gmail.com).

Internal applications, by current bargaining unit members or those on total layoff from the bargaining unit, only need to submit a letter outlining their qualifications for the position and an updated résumé.

Only short-listed candidates will be contacted for an interview.