

COMMITTED TO EQUALITY IN THE WORKPLACE

Competition Start Date: October 1st, 2013

Competition Number: 5310-0006A-013
Position Title: Regional Education Officer - Atlantic
Branch/Section: Regional Offices Branch/ Atlantic Region
Employment Type: Indeterminate
Language: Bilingual (French/English)
Classification: Band 12
Salary: \$89,409 - \$100,632 plus \$1,200 Bilingual Bonus (Expired rates)
Group: CEP 2025
Location: Halifax Regional Office

Purpose of Position:

Under the direction of the Regional Coordinator and as part of a regional team that includes other regional office staff, the Regional Council, the Regional Education Committee, and other regional union bodies such as the Alliance Facilitators' Network, the Regional Education Officer builds the union and fosters membership solidarity by coordinating the development and delivery of a quality program of membership education and empowerment in the region. The Regional Education Officer closely collaborates with other Regional Education Officers and with the staff of the Education Section in Ottawa to maintain a core Program of PSAC Membership Education that is relevant, comprehensive, innovative and dynamic.

Qualifications:

- The successful candidate is someone who brings to the job an active commitment to union and social justice principles, significant experience as a popular educator, creative writer, and program administrator;
- Candidates are expected to demonstrate their knowledge of the labour movement, trade union practices and organization, principles of labour and human rights legislation, and the current social, political, and economic issues that affect PSAC members;
- Candidates are also expected to demonstrate their ability to develop educational materials (including the ability to assess learning needs, formulate objectives, create innovative and participatory methodology, and write facilitators' notes and participants' handouts);
- Ability to produce letters, reports, analyses within deadlines;
- Ability to facilitate (including the ability to assess group process, to analyze individual behaviour and group dynamics, to synthesize group thoughts and opinions, to solve problems, build consensus and promote effective teamwork);
- Ability to estimate costs, forecast expenditures, and develop/program budgets;
- Ability to communicate orally and in writing to a wide range of union members, and the ability to develop a plan and bring it to fruition;
- The successful candidate is someone who exhibits a high degree of initiative, tact, and good judgment, who works collaboratively and respectfully with others, and copes well with stress;
- Long irregular hours and travel are sometimes required.

A detailed job description is available at: <http://www.psaac-afpc.org/emplois-jobs/home-e.shtml>

Area of Search – This competition is open to:

Employees of PSAC, Components, and PSAC Holdings Ltd.	Members giving PSAC membership number.	General public.
Closing Date: October 15 th , 2013 at 3:30 p.m. (Eastern time)		

How to Apply:

Internal applicants should submit their résumé online through the intranet.

Members of PSAC should provide their membership number in order to be considered in the membership level of the competition.

Please submit your résumé stating how your knowledge, skills and abilities relate to the qualifications of the position by mail to: Human Resources Section, PSAC, 233 Gilmour Street, Ottawa, Ontario, K2P 0P1. By fax: (613) 248-4885, by e-mail: HRACTION@psac.com. If you apply by e-mail, do not send a duplicate by fax or regular mail. Please write "Employment Offer" including the competition number as the subject of your e-mail.

Indeterminate PSAC employees who meet all the qualifications of this position can request a transfer in accordance to the relevant collective agreement by sending a written request to the Human Resources Section on or before the closing date.

Notes

The PSAC is committed to employment equity and is actively seeking to ensure a representative workforce. Applications are encouraged from equity groups including Women, Aboriginal Peoples, Racially Visible persons, persons with Disabilities, and Gay, Lesbian, Bisexual and Transgender persons.