Twelve-Month Contract Position Available:

Family & Community Education Fund Coordinator

The United Steelworkers (USW) is seeking a coordinator for its Family & Community Education Fund for a one-year contract starting as soon as possible.

The USW Family & Community Education Fund ("the Fund") has existed since 1989, and has been undergoing a significant expansion of its programming. The Fund’s mandate is to sponsor projects across Canada to support Steelworker families, promote USW in the community, and identify and engage young and new USW activists.

Out of the United Steelworkers Canadian National Office (at 234 Eglinton Avenue East, Toronto), or out of a United Steelworkers office the coordinator will:

1. Promote participation in Fund programs, including by:
   a. Writing promotional materials and collaborating with others on their production
   b. Liaising with other USW staff, leaders, and members to inform them about the Fund and to enlist their support in promoting the Fund
   c. Making presentations to USW gatherings or events (virtually or in person when possible), or enlisting others to do so on behalf of the Fund

2. Support the development of new Fund programs, including:
   a. When required, assisting USW staff and local and district leaders to prepare project proposals, budget estimates, and progress reports
   b. Researching equivalent programs in other unions and community organizations and assessing their application in the USW

3. Assist with Fund operations, including:
   a. Supporting Fund committees as needed,
   b. Tracking approved and denied projects, reviewing submitted expenses and producing regular reports on fund activities

The successful applicant will:

- Have previous experience making presentations to small and large groups to inform and to seek their support or cooperation
- Be able to work successfully on multiple tasks at the same time
• Have basic knowledge of USW’s structure and goals
• Preferably be bilingual (English/French)
• Demonstrate the ability to communicate clearly in writing and in conversation
• Demonstrate the ability to summarize and evaluate written documents
• Demonstrate the ability to work with budgets, track expenditures and produce financial reports
• Demonstrate the ability to create simple but clear documents in Word and Excel
• Be a self-starter, able to take initiative and think creatively
• Be well-organized, attentive to detail and a good time-manager
• Be able to work some evenings and weekends, as needed
• Be able to travel, as needed

Preference in hiring will be given to current members of the USW. We encourage applications from Steelworker members of equality-seeking groups, including youth, women, people of colour, Indigenous people, people with disabilities, LGBTQ2SIA+ people, and people under the age of 35.

The coordinator will receive a competitive salary and benefits as well as reimbursement for authorized expenses at standard USW rates.

Candidates should submit their application and resumé by **Sunday, August 16, 2020** to the following address (preferably by email):

Alexandra Eshelman  
United Steelworkers  
800-234 Eglinton Avenue East  
Toronto, Ontario M4P 1K7  
careers@usw.ca

*All applications will be kept confidential. Only applicants to be interviewed will be contacted.*