



Job Description

Job title: Organizer

Reports to: President or designate

Direct reports: No direct reports

Position Summary

The Organizer is responsible for working with the Labour Council President and Staff on all aspects of the organization's work in delivering organizing strategies with impact to help advance initiatives that build union strength.

This position provides support to the President, and Staff.

The Labour Council has a small interdependent staff component. All staff, including the Organizer, contribute to effective team building efforts and provide hands-on support for the organization's varied activities and for routine tasks.

Responsibilities and Duties

Support to President, Committees and/or Diverse Worker Networks, and Staff:

- Support President, or designate, and Executive Assistants or others hired, contracted or seconded to undertake Labour Council work, in delivery of an ambitious campaign/program portfolio by assuming projects and tasks as delegated
- Support committees and diverse worker networks as appropriate to achieve their internal goals / best outcomes. Tasks include: participate in meetings, support co-chairs (develop agendas, send meeting invites and materials, etc.), take minutes, support committee initiatives and special meetings, provide strategic advice, and chair or facilitate meetings, provide Labour Council feedback, and other administrative and other support as requested by President or designate
- Make recommendations to President about potential new campaigns
- Develop and maintain effective communications and collaborative relationships with Affiliates and allies
- Support Communications and Data Coordinator as assigned

Campaigns, Programs and Events Support:

- Work with President and Staff on all aspects of the Labour Council's work in both Toronto and York Region, including leading or co-ordinating activities related to the municipal election, political action, building union strength, the development of networks of union activists around key campaign goals, and other duties as assigned
- Provide staff support for Labour Council annual events e.g., Labour Day Parade, Stewards' Assembly, Delegates Meetings, Day of Mourning, International Day of Elimination of Racism, Indigenous and Workers of Colour Conference, Leadership Institute, May Day. Additional committee support provided to, Municipal Committee, Good Jobs for All, Environment Committee, YR Steering Committee, movies nights and screenings. etc., (e.g., promotion, 'day of', follow-up), other committees. Tasks include: organizing events; staffing events; communication with attendees; supporting logistics

planning, group activities and table setup; follow-through and reporting back; as requested by President (or designate)

Internal:

- Develop work plans, and report back regularly on the progress and barriers to work plans
- Maintain pertinent information (e.g., contacts, files, etc.)
- Ensure activities are in alignment with Labour Council protocols, policies and procedures

Organizational:

- Foster and maintain a respectful and constructive relationship with colleagues
- Develop and maintain positive relationships with Affiliates, ensuring that they feel validated by the Labour Council's work and activities
- Contribute to the organization by participating in meetings as required (e.g., staff meetings, Executive Board, Affiliates, allies, etc.) and overall, Labour Council activities as appropriate (e.g., annual Labour Day Parade)
- Work in a manner that reflects the Labour Council's core values, working for justice "in our workplaces, in our politics, and in our world", and adhere to the organization's policies, procedures and guidelines

Other:

- Assist periodically with other tasks or special projects as required.

Qualifications

Education

- Equivalent combination of education and/or relevant on-the-job experience.

Experience

- A minimum two-four years experience working in a similar setting, preferably in a non-profit unionized organization.

Knowledge/Skills/Abilities

- Strong experience in union, political or community organizing
- Strong knowledge of the labour movement
- Ability managing projects, organizing meetings and events
- Able to carry out work with a minimal amount of supervision
- Detail-oriented with strong administrative and problem-solving skills
- Effective planning and time management skills, able to balance and set priorities among competing and changing deadlines
- Innovative, adaptable, and able to manage change
- Strong written and oral communications skills in English. – a second language is an asset
- A professional and courteous approach and ability to maintain sensitive and confidential information
- Able to work evenings and weekends when required
- Driver's license and access to a vehicle

- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Teams, SharePoint, Outlook) and virtual meeting tools (Zoom, Google Meet etc.)
- Proficient with databases
- Ability to communicate clearly, listen accurately, demonstrate sensitivity to others and an openness to receiving/giving constructive feedback
- Able to work independently and collaborate effectively in a team environment, foster a respectful and safe workplace
- A commitment to solidarity and understanding of the role of unions in the movement for social and economic justice
- A commitment to the Labour Council's equity and anti-racism goals.

Working Environment and Conditions

- Work location: 895 Don Mills Road, Tower Two, Suite 730, Toronto, Ontario, M3C 1W3
- Physical environment: Typical office and typical office equipment.
- Work is occasionally performed at public events, e.g., rallies, conferences, parades or marches, dinners, picket-lines, etc., and may be stressful at times when dealing with angry or upset people
- Normal work week: Generally, daytime Monday-Friday, according to the collective agreement, and flexibility is required to work evenings and weekends
- Special working conditions e.g., travelling to off-site meetings

Physical and Sensory Demands

- Sitting at a desk
- Standing at public events
- Repetitive and/or precise hand/finger movements
- Attention to detail
- Bending and twisting
- Lifting range of 30 lbs / 13.5 kg
- Equipment operation: computers, office equipment (e.g., photocopier etc.), telephony

Approved by: President, Andria Babbington

Date approved: 2022

Reviewed: April 2025