

Job Description

Job title: Organizer

Reports to: Assistant to the President or other designate of the President

Direct reports: No direct reports

Bargaining unit: United Steelworkers Local 3950

Status: Permanent, full-time

Position Summary

The Organizer builds the Toronto & York Region Labour Council's organizing capacity across affiliates, campaigns, political work and the broader labour movement. The role is outward-facing and relationship-based: building affiliate relationships, developing activists and leaders, mobilizing people and turning Labour Council priorities into action.

Working under the President's overall direction and the management structure established by the President, the Organizer works closely with the Assistant to the President and other staff. As part of a small, interdependent team, the Organizer supports major organizational activities while remaining focused on organizing, affiliate development, campaigns and mobilization.

Responsibilities and Duties

Affiliate Organizing and Relationship Development

- Build substantive relationships with affiliates, prospective affiliates, delegates, activists and labour and community partners; learn their priorities and identify opportunities, risks and emerging issues.
- Support affiliation and re-affiliation by identifying prospects, making the case for Labour Council participation, following up and helping new affiliates become active participants.
- Support affiliates while helping build their own organizing capacity through campaign planning, member outreach, leadership development, mobilization, political education, research and strategy.
- Strengthen Labour Council relationships, organizing activity and political presence in York Region.

Campaigns, Political Action, Strike and Bargaining Support

- Lead, coordinate or support organizing campaigns with clear objectives, targets, timelines, responsibilities, tactics and measures of progress. Map the affiliates,

workplaces, leaders, networks, decision-makers and other sources of power relevant to the work.

- Support year-round municipal, provincial and federal political action, including elections, member outreach, volunteer recruitment and mobilization.
- Support affiliates during strikes, bargaining campaigns and workplace struggles through turnout, solidarity activity, activist communications and coalition-building.
- Support public-policy campaigns, deputations, rallies and other political or movement activity.
- Review and debrief organizing activity, identify what is and is not working, and recommend opportunities or tactical adjustments based on results and field experience.

Mobilization, Volunteer and Leadership Development

- Recruit, train and develop volunteers, activists and emerging labour leaders, including people who can recruit, organize and develop others.
- Use one-on-one and group organizing conversations, clear asks and follow-up to move people into sustained activity, greater responsibility and leadership, and build teams where volunteers and member leaders own meaningful work.
- Build practical mobilization capacity and run phonebanks, canvasses, outreach shifts, meetings and trainings so affiliates, activists and supporters can be reached and organized quickly.
- Identify and support emerging leaders, especially young and equity-deserving workers, through mentoring, training and programs such as the John Cartwright Leadership Institute.

Committees, Worker Networks, Events and Organizational Activity

- Support Labour Council committees and worker networks by recruiting participation, strengthening activity, connecting their work to broader priorities, and facilitating or supporting meetings and leadership where assigned.
- Support major events and mobilizations—including Labour Day, May Day, the Day of Mourning and political or leadership events—especially participant recruitment, activation and follow-up; provide reasonable hands-on support without displacing other classifications.
- Contribute to Delegate Meetings, Executive Board meetings, staff meetings and affiliate or allied meetings as required.

Digital Organizing and Organizing Data

- Use the Labour Council's CRM and organizing tools consistently, recording contacts, relationship history, assessments, commitments, participation, ownership, follow-up and next steps.

- Run or support calling/SMS, phonebanks, campaign forms, event recruitment, canvassing and related workflows, and maintain assigned campaign pages, forms, events and call lists.
- Use participation and engagement data to prioritize follow-up, identify activists, leaders and affiliate opportunities, and assess whether relationships and participation are moving forward.
- Capture basic field photo or video content where useful and coordinate higher-level production with communications staff.
- Follow organizational standards for privacy, data quality, permissions and record keeping.

Research, Advocacy and Affiliate Support

- Conduct research and prepare reports, assessments, briefings, presentations and deputations relevant to campaigns, affiliates, municipal issues, public policy and organizing strategy.
- Carry useful institutional and movement knowledge across campaigns so affiliates and staff benefit from previous Labour Council experience.
- Maintain constructive relationships with elected officials, community organizations, labour bodies and other partners relevant to assigned work.

Work Planning, Accountability and Team Responsibilities

- Develop work plans and report on progress, barriers, emerging priorities and required decisions.
- Maintain organized records for assigned campaigns and relationships and store important organizational knowledge in Labour Council systems.
- Work in accordance with Labour Council policies, collective agreements and protocols, and contribute to a respectful, safe and collaborative workplace.
- Participate in staff learning, debriefs, cross-training and continuous improvement, and assist with other duties or special projects consistent with the Organizer classification.

Qualifications

Education and Experience

- Equivalent combinations of education, labour movement and relevant on-the-job experience will be considered.
- At least two years of relevant union, political, electoral, workplace or community organizing experience is preferred; labour, non-profit, membership or movement experience is an asset.

Knowledge, Skills and Abilities

- Knowledge of the labour movement and the role of unions and labour councils in building working-class power.
- Demonstrated ability to build relationships, conduct one-on-one and group organizing conversations, recruit people and develop volunteers or activists into sustained participation and leadership.
- Experience developing and implementing organizing, campaign or political-action plans.
- Ability to work effectively with unions, workers, elected leaders and community or political partners, exercising sound political judgement and initiative within organizational priorities.
- Clear written and oral communication skills in English; a second language is an asset.
- Effective project, planning and time-management skills; able to work independently and collaboratively, manage competing priorities and give and receive constructive feedback.
- Comfort with CRMs, calling/SMS, digital forms, campaign data and Microsoft 365 or similar collaboration tools.
- Ability to handle sensitive and confidential information with appropriate discretion.
- Commitment to solidarity, equity, anti-racism and social, economic, racial and climate justice.
- Knowledge of Toronto and York Region politics, municipal organizing, affiliation, strike support, diverse worker or community organizing, or union political action is an asset.
- Reliable travel throughout Toronto and York Region is required; a valid driver's licence and access to a vehicle are strongly preferred.

Working Environment and Conditions

- Based at 895 Don Mills Road, Toronto, with regular work and travel throughout Toronto and York Region.
- Generally daytime Monday to Friday under the collective agreement, with evening and weekend flexibility. Work takes place in office, workplace, community, campaign and public-event settings and may involve rapidly changing or stressful circumstances.

Physical and Sensory Demands

The role includes regular computer and phone use, standing or walking at field and public events, and occasional bending, twisting and lifting up to approximately 30 lbs / 13.5 kg.

Document Status

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