



# TRAC

Teaching and Research Assistants at Concordia  
Public Service Alliance of Canada, Local 12500

PLEASE SUBMIT YOUR CV ALONG WITH A COVER LETTER

FOR THE JOB POSTING FOR A TRAC OFFICE EMPLOYEE

Strong English verbal and written communication skills are key; with the ability to adapt communication style to audience, from volunteers to executive leadership. Presentation skills and public speaking skills are desirable. The ability to work with limited supervision is also key. Be able to exercise sound judgement and discretion. Pay attention to confidentiality of Union/business data and personal information of TRAC members, employees and executives. You should have proficiency with Windows operating systems, including productivity software, such as Excel and Word. An associate degree in business or a bachelor's degree is strongly preferred. Exposure to business concepts, practices and principles is highly desirable.

EXCELLENT WEBSITE DEVELOPMENT SKILLS ???

DUTIES of TRAC's OFFICE EMPLOYEE:

- a) report directly to the President of TRAC and members of the Executive, and attend meeting of the Executive Committee of TRAC, as required;
- b) assist the members of the Executive Committee as required by the EC Agenda or President;
- c) assist with and coordinate various tasks related to communication including but not limited to writing press releases, notices, mass emails, Facebook, and Twitter;
- d) assist the Executive Committee in coordination social and mobilization events;
- e) investigate all documents (PC) in the office and manage a Knowledge Management System;
- f) design in concert with graphic designer all posters and other materials as required for campaigns;
- g) monitor and communicate mass email results to the Executive Team by analysing the info@ emails and previous responses;
- h) monitor and clean PCs and office equipment to maximize productivity
- i) assist with political coordination and logistics for TRAC including the implementation of campaigns;
- j) assist in the promotion of the work of the union on campus;
- k) edit written pieces as required by the Executive Team;
- l) generate a list of all TRAC assets and provide a BARCODE for all of them;
- m) stay up to date on Union Bylaws;
- n) other union duties as requested by the Executive Team.



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## CRITERIA:

- 1- Highly proficient in spoken and written English communications.
- 2- Enrolled as a student this current winter semester; attestation letter required.
- 3- Flexible weekday work hours availability during the day and evening.
- 4- Eager to contribute fresh and innovative ideas (creativity is an asset).
- 5- Preferably attended one of our union workshops.

ASSET: Knowledge of union functions and processes, preferably at Concordia University.

You are invited to apply by emailing your CV, cover letter, and winter attestation to:

[info@trac-union.ca](mailto:info@trac-union.ca)

Deadline by Thursday March 31, 2016

Please do not contact the Employer if you do not have the above qualifications.