



BURNABY CIVIC EMPLOYEES' UNION

C.U.P.E. LOCAL 23

#114 – 4940 Canada Way, BC V5G 4K6 Phone: 604-298-0200 email: admin@cupe23.ca

May 12, 2014

EXPRESSION OF INTEREST UNITED WAY LOANED REP

**Expressions of Interest for the opportunity to work as a United Way
'Loaned Labour Representative' are now being accepted.**

PLACEMENT: Subject to partnership with the City of Burnaby and Council approval, 'leave' is provided from August through December 2014.

DUTIES: To serve as an extension of the United Way staff as a full-time resource person to Employee Campaign Coordinators and Committees at various workplaces to assist in planning and implementing effective employee campaigns.

Please note that the successful candidate must be available during the last week of August for training.

**APPLICATION DEADLINE:
MONDAY, JULY 7, 2014.**

In solidarity,

Simon Challenger,
President

/JH

United Way 'Loaned Labour Representative'

KEY RESPONSIBILITIES

- * Advise, motivate and recognize campaign volunteers;
- * Present the United Way story to individuals and groups;
- * Monitor campaign activities and results for assigned accounts;
- * Assist with campaign special events and functions including activities outside normal working hours and weekends;
- * Complete an evaluation on each campaign account and recommend improvements for the following year;
- * Maintain accurate and legible files on each account.

ATTRIBUTES, SKILLS & ABILITIES, OR POTENTIAL TO DEVELOP

- * **INTERPERSONAL SKILLS:** ability to build enduring relationships, motivate others and encourage involvement;
- * **ORGANIZATION & TIME-MANAGEMENT SKILLS:** ability to prioritize, complete tasks & goals; plan and organize events within fixed timeframe;
- * **COMMUNICATION & PRESENTATION SKILLS:** ability to clearly present ideas, concepts, and strategies to individuals and groups at all organizational levels; cultural sensitivity;
- * **ACTION ORIENTED:** high energy level with flexible approach. Willingness to do whatever it takes to get the job done. A commitment to helping others;
- * **SKILLS:** Basic accounting skills and high attention to details;
- * **ABILITIES AND REQUIREMENTS:** Valid Drivers' License; Capable of lifting and carrying weights up to 20 kg.

NOTE

The successful applicant will have access to sensitive information and materials pertaining to staff, clients, programs and community groups and will be expected to maintain the confidentiality and integrity of information and handle data appropriately and exclusively for United Way business.

HOW TO APPLY

Please send your resume to CUPE Local 23 office via email: admin@cupe23.ca or mail: #114-4940 Canada Way, Burnaby V5G 4K6