

### *Career Opportunity:*

#### **Provincial Representative - Calgary**

Formed in 1952, CLAC is a national union representing over 60,000 workers in almost every sector of the economy. Based on values of respect, dignity, and fairness, CLAC is committed to building better workplaces, better communities, and better lives. CLAC is an affiliated member of the [World Organisation of Workers](#).

We are currently accepting resumes for a Provincial Representative in our Calgary Member Centre. This position will involve a multi-sector workload, supporting our members in construction, healthcare, hospitality, manufacturing, and transportation. This is a full-time, permanent position.

#### **Job Summary:**

Provincial Representatives act as advocates for employees in CLAC unionized workplaces, and are responsible for grievance handling, collective bargaining, equipping stewards, and general support for our members.

#### **Key Responsibilities:**

Core functions of the Provincial Representative include advocacy for CLAC members, labour relations representation and increasing the impact of CLAC's democratic perspective on labour relations. Bargaining unit files are also the responsibility of Provincial Representatives. Bargaining key duties and abilities include, but are not limited to, the following:

- Worker advocacy in multiple sector workplaces where CLAC holds bargaining rights. This consists of enforcing employment rights and bargaining collectively.
- Represent membership concerns at labour-management meetings by addressing workplace concerns. Working to resolve issues, with a view to reduce conflict, as well as promote a partnership model of responsibility for and participation in the enterprise.
- Advocating for members with complaints via the collective dispute resolution processes and via government agencies, including responsibility over grievance and arbitration processes.
- Responsibility for all facets of collective agreement negotiations and arrangements for them. This includes interfacing with the workforce at union membership meetings to collect contract proposals, formulating a proposal, appointing a bargaining committee, conducting negotiations, presenting a contract for ratification, and preparing all attendant paperwork and documents including those required for Labour Relations Board (LRB) purposes.

- Training workplace leaders in labour relations practices and in union policies.
- Effectively work with the legal framework that governs labour relations and collective bargaining; interpret and apply collective agreements as legal documents; understand and apply labour and employment law. An intimate familiarity with labour relations legislation and a general knowledge of arbitral jurisprudence in the representative's jurisdiction is required.
- Supervise Labour Relations Board applications, responses, and interventions to the LRB.
- Administrative functions such as effective file management, reports, minutes, effective correspondence, and documentation of interaction with members, employers, authorities, and others. Administrative responsibility for Trade Local Boards and union and office committees may also be assigned. Clear and timely written communication is required.
- Organizing new groups of workers by introducing CLAC (or an affiliated local) to prospective members, signing them up as members and obtaining employer and LRB recognition.
- Public speaking to groups of CLAC's membership (e.g. bargaining unit, Local and stewards' meetings) as well as to groups of workers that CLAC is organizing and to industry and solidarity audiences to whom CLAC has an interest in addressing.
- Addressing media questions at public meetings and in private interviews on matters pertaining to CLAC and its goals. Representing the union clearly and well in matters of union and public policy.
- Attend all regional, provincial, and national staff meetings, as required. Lead and attend committee meetings as required.
- Provincial Representatives, as part of an office team and as having responsibility for a unit of workers, must advise, delegate to, and supervise the work of Field Representatives and therefore are also responsible for all of the tasks in the Field Representative job description.
- Trade local work is a first priority. However, solidarity work is also an important requirement of this position. A Provincial Representative, in cooperation with the Provincial Director or designate may undertake:
  - Leading a local solidarity board to create local initiatives for organizing and expanding CLAC's presence through local membership and public meetings,

specific projects and publicity, promotion in and outside the Christian community, and other means.

- Recruiting and maintaining members and supporters by convincing them of the value of CLAC's Christian presence in society and its uniqueness as an alternative trade union.
- Addressing groups of Christians and other persons interested in CLAC solidarity to acquaint them with CLAC and its work.

### **Qualifications & Skills:**

- Experience in a sector listed above is considered an asset.
- Demonstrated relationship building skills.
- Excellent written and oral communication skills.
- Strong analytical and problem-solving skills.
- Self-starting and self-motivated.
- Experience in unionized settings, including grievance handling and contract negotiations would be considered an asset.
- Knowledge of provincial and federal labour codes, and labour and human rights legislation would be considered an asset.
- Working towards CPHR/CHRL/CHRP designation is considered an asset.
- This position also involves some travel primarily within Alberta.

### **Reporting and Accountability:**

The Provincial Representative shall report and be accountable to the Regional Director.

### **To Apply:**

Please submit your cover letter and resume to Randy Klassen, Regional Director at [careers@clac.ca](mailto:careers@clac.ca) and indicate in your application where you came across the position.

**Application Deadline:** August 24, 2025

**Approximate Start Date:** October 2025

CLAC offers a competitive wage and excellent benefit package, as well as the opportunity to work in a dynamic, rewarding, and challenging workplace community.

More information on CLAC can be found at [www.clac.ca](http://www.clac.ca).

We thank all applicants for their interest, but only candidates under consideration will be contacted.

*CLAC is committed to providing accommodations for people with disabilities. If you require an accommodation at any stage of the hiring process, we will work with you to meet your needs.*