



Newfoundland and Labrador Federation of Labour Employment Opportunity

Title:	Clerk
Status:	Permanent, Full-Time, Unionized
Location:	St. John's, Newfoundland and Labrador
Immediate Supervisor:	NLFL President
Salary:	Per collective agreement, range \$51,929 - \$61,042
Application Deadline:	Friday, September 29, 2023 at 4:00 p.m.

Job Overview

The Newfoundland and Labrador Federation of Labour (NLFL) is currently seeking a **Clerk – Permanent** to join our small but mighty team at our St. John's Office. The Clerk is the first point of contact between the NLFL and the public. This is a key position on our NLFL team that supports the day-to-day operations of our office and helps us to stay organized and well-prepared to carry out our work on behalf of workers in Newfoundland and Labrador.

The NLFL is an umbrella labour organization representing 70,000 unionized workers who are members of 25 affiliated unions in every community in Newfoundland and Labrador. We advocate for improved workplace rights and stronger laws including occupational health and safety laws, as well as workers' compensation and Employment Insurance programs that are fair and there when people need them. We stand up for the principles of equity and social justice, and we work with our affiliate unions and community partners to build a better world for all.

The NLFL offers a supportive and progressive unionized work environment, but more than that, we offer an opportunity to be a part of the movement to advance workers' rights. We are seeking a candidate with strong social justice principles and an understanding of the role of the labour movement in society. This position would suit an experienced and driven individual who possesses strong organizational and administrative skills, and can engage with NLFL members and the general public with superior communications skills.

Major Responsibilities include:

- Act as a first point of contact for all NLFL members and the general public, taking inquiries, greeting visitors and providing a high level of membership service;
- File, scan documents and maintain organized databases for the NLFL and the Office of the Workers' Advisor;
- Assist with the preparation of correspondence and mail-outs;
- Assist with preparation of materials for Executive Council meetings, Committee meetings, Conferences and Annual Conventions;
- Operate office equipment including printers and fax machines;
- Provide assistance to Executive Assistant as required;
- Maintain inventory of office supplies; and
- Carry out all other duties as required in the day-to-day operation of the Federation office.

Required Knowledge, Experience and Competencies:

- Graduation from an educational facility with an emphasis on Office Administration or equivalent education and/or experience;
- Thorough working knowledge of Microsoft Office 365 (particularly Outlook, Word, Excel and OneDrive);
- Excellent telephone etiquette and ability to clearly and effectively communicate with a range of union members and the general public;
- Experience working in a membership-based organization and experience working with databases;
- Understanding of the labour movement, unions and workers' rights in Newfoundland and Labrador;
- Attention to detail;
- Excellent organizational and time management skills;
- Capacity to take direction, work in a self-directed manner and exceptional skills working within a team setting;
- Willingness to learn new skills; and
- Understanding of the workers' compensation system would be an asset.

In addition to competitive pay in a unionized environment, we offer:

- A 30-hour work week and the ability to work compressed hours during summer;
- 3-weeks paid vacation in first year of employment, plus paid office closure between Christmas and New Year;
- Extensive health, dental and wellness coverage for you and your dependents;
- Paid sick days, and additional time off for personal and care responsibilities;
- Pension plan contributions;
- A supportive and progressive work environment that recognizes that work is one of the many responsibilities we have to prioritize in our lives.

The Newfoundland and Labrador Federation of Labour is committed to diversity and equity in our society and in our workplace. We welcome applications from equity-deserving groups. If you are invited to continue with the interview process, please notify us as soon as possible of any particular adaptive measures you might require. Applicants are encouraged to share accessibility needs in the application process, and every attempt will be made to accommodate them.

Closing date for applications: Friday, September 29, 2023 at 4:00 p.m.

Please submit a cover letter and resume to:

President - Newfoundland and Labrador Federation of Labour

P.O. Box 8597, Stn. A

St. John's, NL, A1B 3P2

president@nfl.nf.ca

Reference: **Clerk**