

Job Posting

Posted: 20 July 2020

Deadline: 5:00pm, 20 August 2020

Position Title: Executive Director

Position Type: Part Time/Permanent (28 hrs/week)

Workplace Location: 248- 100 McCaul Street, Toronto, Ontario, M4L 2H6
(Subject to change depending on public health pandemic protocols)

Job Starts: October 2020

OCADFA

The Ontario College of Art & Design Faculty Association (OCADFA) is the union that represents more than 600 permanent and contractual faculty members, technicians, and counsellors. The Association was formed in 1965 with the mandate of protecting the rights and improving the working conditions of its members and continues today as the sole recognized bargaining agent for its members. The Association is a member of the Ontario Confederation of University Faculty Association (OCUFA) and Canadian Association of University Teachers (CAUT).

Summary

The Executive Director (ED) will provide leadership in fulfilling OCADFA's mandate and the advancement of member rights. The Executive Director is responsible for overseeing the day-to-day operations of the Association. The ideal candidate is someone with demonstrated success in providing support for a member driven union; knowledge of the postsecondary sector, cultural workers' issues, experience in advocacy work, and labour relations. The ED will support OCADFA's work in bargaining, grievance handling and membership engagement. Additional duties include coordinating training initiatives for members and staff, liaising with other labour organisations and helping the Executive Committee and Board of Directors plan and implement the Association's short and long-term objectives, as mandated by the membership. The Executive Director reports to the President and members of the Executive Committee.

Qualifications

- Minimum 5-10 years' experience; proven track record leading a member driven union or labour rights organization
- Commitment to equity, anti-racist organizing and decolonizing political frameworks
- 5 years + experience with core aspects of Association's work: Bargaining, Grievance Handling, Advocacy and Membership mobilisation
- Demonstrated skills in labour negotiations, in collective agreement administration, case preparation and presentations at grievances.
- Demonstrates a strong understanding of specific labour relations needs and challenges of the post-secondary environment, with knowledge of labour laws, labour economics, and collective bargaining processes;
- Understanding of the political, structural and labour issues facing cultural workers
- Knowledge of the cultural sector and interdisciplinary creative practices
- Demonstrates strength and insight in dealing with constitutions, bylaws, and policies;
- Familiar with union and community advocacy training and education grounded in anti-oppressive practices
- Excellent written and oral communication skills (media relations, web and graphic design)
- Well-developed interpersonal skills; ability to work as part of member-driven organising committees

Duties

To support the direction and initiatives of the elected leadership of OCADFA and encourage a safe, respectful, engaged, collaborative, and supportive atmosphere in which the Board of Directors can productively pursue goals consistent with a member-led organization, the Executive Director will:

- Facilitate strategic planning and execution for the operations of the Association and all aspects of office administration, operation, and management;
- Support the review of governance processes and protocols of the Association, including bylaws, policies, and grievance processes;
- Manage communications with OCADFA members via newsletters, the website, social media, and email, and support the Board of Directors in their communications with their constituents
- Work with the Board of Directors to facilitate membership mobilisation
- Assist and advise OCADFA Executive, Board of Directors and committee chairs in their tasks, such as grievance matters, salary negotiations, equity and appointments matters
- Advise on research, strategy, policy, design, development, implementation, and continuous improvement of the Memorandum of Agreement, bylaws, and grievance process;
- Serve as an integral advisor for collective bargaining by liaising, coordinating, and assisting in the preparation of negotiation strategies, and support the work of the Negotiations Committee to prepare and review drafts of collective agreement language; ensure that negotiations are properly documented.

- Strengthen the Association's presence within the University and develop relationships with other local and provincial higher education labour associations and bodies that pursue similar objectives;
- Act as the Association's first point of contact for internal and external contacts to facilitate smooth, effective, and accurate information flows;
- Provide guidance on financial matters;

OCADFA is an equal-opportunity employer and welcomes all applications from all qualified individuals without discrimination. OCADFA welcomes and encourages applications from qualified individuals from equity-seeking groups, including women, members of racialized groups, Indigenous persons, persons with disabilities, persons of any sexual orientation, non-binary gender identity, and gender expression.

OCADFA is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, accommodations which would enable you to be interviewed in a fair and equitable manner are available on request. Information received relating to accommodations will be addressed confidentially.

OCADFA offers a competitive benefit package. This position is salaried and pays \$75,000 to \$85,000/annum pro-rated, with a contracted raise upon the six-month probationary period.

To apply, submit a cover letter and resume as a single .pdf file by 5:00 pm, 20 August to ocadfapresident@gmail.com titled in the following format: Surname_GivenName_ED application.

We thank all applicants, but only those considered for the position will be contacted.