

OCTOBER
2023

THE MEMBERS' VOICE



THE NEWSLETTER OF LOCAL 15, VANCOUVER MUNICIPAL EDUCATION AND COMMUNITY WORKERS

WE ACKNOWLEDGE...

We live, work and play on the unceded land of the Coast Salish peoples—Skwxwú7mesh (Squamish), səliilwətał (Tsleil-Waututh) and xʷməθkʷəyəm (Musqueam) Nations.



We're open!

The union office is open and the boardroom and staff are available by appointment by calling us at 604-879-4671. Our office telephone hours are 8:30 a.m. to 5:30 p.m. Monday through Friday.

@ we need your email address

Use of Employer Email Addresses

For legal reasons, the union does not use employer email addresses to send information to members. If you have previously provided us with an employer email address, it has been deleted from our database.

Please call 604-879-4671 or email us at email@cupe15.org to provide us with a personal email address so you can continue receiving information from the union.

The CUPE Local 15 Pumpkin Carving Contest is now open!



By Debbie Mohabir, Secretary-Treasurer

It's that time of year again! We look forward to seeing what your families can make. Children can PAINT, DECORATE, OR CARVE a pumpkin; it is your choice!

Each category above will be judged in the following areas:

1. Funny
2. Original Idea
3. Scary
4. Best theme
5. Most unusual

Please take a picture with the pumpkin and email it to dmohabir@cupe15.org. Make sure to include the following:

- CUPE 15 member's name and employer
- Child's name and age

PLEASE NOTE:

The deadline is Monday, October 31st at 5:00 p.m.

Winners will be notified and mailed their prize! Winners and their pumpkins will also be profiled in the next November's Members' Voice. Happy Carving!

OCTOBER 2023 GENERAL MEMBERSHIP MEETING

The General Membership Meeting will be held on **October 25, 2023 at 5:30 p.m.** using the Zoom platform. You will be sent an invitation by email if the union office has a personal email address on file for you. Details will also be posted at www.cupe15.org. If you do not receive emails from the union office and would like to attend this meeting, please call us at 604-879-4671 or email us at email@cupe15.org to update your information. There will be a draw at the end of the meeting and three lucky winners will receive a gift card (retailers TBA at meeting). Child and dependant care reimbursement is available as per eligibility requirements in Local 15 Bylaw Section 31.

**Oct 25, 2023
5:30 p.m. via Zoom invite**

UNDER DISCUSSION:

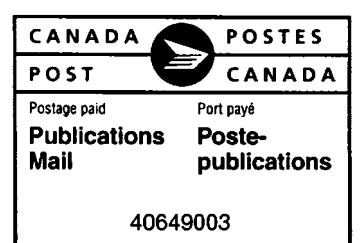
- Committee and Staff Reports

IMPORTANT NOTE

Virtual General Membership Meeting Invitations

After registering for the Virtual General Membership meeting, please do not share your link with fellow members. If they did not receive the invitation and would like to attend the meeting, please ask them to contact the union office and provide us with their contact information directly. Once this is done, an invitation will be sent to them and they can register to receive their own link. This is important to facilitate accurate attendance records.

Return undeliverable
Canadian addresses to:
CUPE Local 15
545 W. 10th Ave.
Vancouver, BC
V5Z 1K9



Thanksgiving and Truth and Reconciliation

by Warren Williams, President



WARREN WILLIAMS
PRESIDENT

By the time you receive this issue of the Members' Voice, you will probably have had Thanksgiving Dinner with friends and family, and hopefully on September 30, 2023, you acknowledged

the National Day for Truth and Reconciliation.

Most of us know the story of the Mayflower and the Quakers who sailed from England and landed in what is now called New England in 1620. These refugees were aided by the original inhabitants of the Americas by teaching them how to survive through the winter and how to cultivate the land in spring in order to plant food crops to harvest for the coming winter.

These English settlers were not the first Europeans to settle in the Americas. Decades earlier, the Spanish, French, and Dutch established colonies along the east coast as far as Florida. We know the story of Plymouth Rock and Thanksgiving because the English won the wars for dominance of North

America. Unfortunately, the lessons of that first Thanksgiving (we need each other) in October of 1621 were soon forgotten with the arrival of more and more Europeans.

Centuries later, The Truth and Reconciliation Commission of Canada (TRC) was created to shed light on the atrocities done to the Indigenous peoples of this land. 94 Calls to Action were created to address the work that needed to be done to right the wrongs and to ensure they never happen again. Thanksgiving was a moment in time and the TRC 94 Calls to Action are an attempt to correct the legacy created by that first Thanksgiving. They can be found at www.trc.ca.

What Are the 94 Calls to Action?

The 94 Calls to Action (CTAs) are actionable policy recommendations meant to aid the healing process in two ways: acknowledging the full, horrifying history of the residential schools' system, and creating systems to prevent these abuses from ever happening again in the future.

Prevention, according to the CTAs, will happen by teaching all Canadians the reality of Indigenous Peoples' treatment and creating educational and economic opportunities for Indigenous Canadians so they can fully participate in society

The Truth and Reconciliation Commission's CTAs can be broken down into two categories: Legacy (one to 42) and Reconciliation (43 to 94). Within each are numerous subcategories meant to tackle specific facets of the reconciliation process. **con't page 3**

Happy October!

by Debbie Mohabir, Secretary-Treasurer



DEBBIE MOHABIR
SECRETARY-TREASURER

Hello, everyone!

It has been quite a busy September for many of our members and the union. Adding to that, the weather has changed from summer to fall so quickly. This is the time of year when

kids return to school and inevitably get sick. I hope you are all taking the time to take care of yourselves, and if you feel the need to wear a mask then please do. I find myself feeling not as energized as I do when we have warm weather and sunshine. This is definitely not my favourite time of the year!

Finance Committee

Once again it is budget time. The Finance Committee will be meeting to prepare the



upcoming draft budgets. The budgets are approved by the membership at every November General Union and General Society meetings and I strongly encourage you to attend these meetings. This is your opportunity to see how and where your dues are spent, ask questions, and then vote on the draft budgets for 2024.

New Stewards

The Local recently offered an Intro to Stewarding course for new stewards at the City, Parks, VSB, Langara, and Langara Students' Union. I would like to welcome everyone and we look forward to having you all on board supporting members in their sectors.




If you know any co-workers who may be interested in becoming a steward, please have them email me at dmohabir@cupe15.org. As I mentioned in last month's edition, stewards play an integral role in unions. The more we have, the more we can make sure our rights under the collective agreement are being upheld.

Children's Winter Event

We will be having a Children's Winter event this year, but it will look a little different than in



past years. We are really excited for this event and will share more details in an online banner once we have everything confirmed, so please ensure the union has your personal email address. Kindly contact us at email@cupe15.org if you don't receive emails from the union office.



**WE NEED YOUR HELP
BECOME A UNION STEWARD**

If you are interested in assisting the members at your worksite, please contact Debbie Mohabir, Secretary-Treasurer at dmohabir@cupe15.org or 604-879-4671. The union provides extensive training and ongoing support for all shop stewards.



con't from pg 2

Legacy

The purpose of the Legacy CTAs is to address the history and atrocities of the residential schools, which separated Indigenous children from their families—largely First Nations, though also many Inuit and Métis—and subjected them to abuse, famine, disease, and other horrifying conditions while being forcefully assimilated into white European Canadian culture.

The collective goal of the first 42 CTAs is to fully and publicly acknowledge the cultural genocide committed. Each of the CTAs is broken down into subcategories of how this took place, and the modern-day effects on the following areas within Indigenous communities:

- Child Welfare
- Education
- Language and Culture
- Health
- Justice

Reconciliation

The goal of the remaining CTAs is to implement policy changes that will:

- Meaningfully and permanently dismantle the systemic racism that leads to worse health outcomes, premature death, and limited economic opportunities.
- Vastly improve life for Indigenous Peoples in Canada.
- Ensure, through thorough and honest education, that this never happens again

Subcategories of these CTAs include:

- Canadian Government and United Nations Declaration on the Rights of Indigenous Peoples
- Royal Proclamation and Covenant of Reconciliation
- Settlement Agreement Parties and United Nations Declaration on the Rights of Indigenous Peoples
- Equity for Indigenous Peoples in the Legal System
- National Council for Reconciliation
- Professional Development and Training for Public Servants
- Church Apologies and Reconciliation
- Education for Reconciliation
- Youth Programs
- Museums and Archives
- Missing Children and Burial Information
- National Centre for Truth and Reconciliation
- Commemoration
- Media and Reconciliation
- Sports and Reconciliation
- Business and Reconciliation
- Newcomers to Canada

Congrats to our 2023 Bursary recipients!

I would like to thank everyone at CUPE 15 for selecting me as the recipient of the VMECW Society Dependent Bursary. As a full-time student at the University of British Columbia, this bursary will greatly aid me in my studies and journey as a new first-year student. I would also like to thank my father, Wilson Hui, for not only enabling me to be eligible for this year's selection, but also for always motivating me to become the best version of myself (mom included).



I hope this bursary will continue to be offered in the following years, for other students pursuing their academic dreams in the future like me. Again, thank you so much CUPE 15 for all your support and gracious gift.

Jordan Hui

I have the honour of being the recipient of the Vancouver Municipal, Education, and Community Workers Society Dependent Bursary.



As I move into my second year of university, the financial aid provided will allow me to continue my studies and focus on my learning rather than my finances. I would like to give a big thank you to CUPE Local 15 and the VMECW Society for the financial freedom that has been opened up through this bursary.

A Bachelor of Science in Psychology is what I am currently pursuing and I will likely pursue a higher education level after this program. Following my degree completion, I plan to focus my career towards mental health and work to make mental health resources more accessible.

Thank you again for the opportunity.

Skye Garrett

VSB Job Share Opportunity

Job share partner wanted starting November 1, 2023 on Thursdays and Fridays at David Lloyd George Elementary.

If you are interested, please contact Veronika at 604-726-0177.

DECISIONS

BY THE EXECUTIVE

At the Executive and Society Board meetings on September 19, 2023, the following decisions were made:

- To uphold the decision of the Grievance Committee regarding a grievance in the K-12 Sector.
- To amend Policy 2.1.3 – Election Results - Release of Numbers (more information elsewhere in this issue).
- To approve New Policy 2.1.4 – CUPE Local 15 Employees (printed elsewhere in this issue).
- To appoint Anjam Sharma as the Alternate OH&S Representative for Building Service Workers at Stanley Park.
- To appoint Taylor Guerin as the Primary OH&S Representative for Park Rangers at Stanley Park.
- To appoint Evone Messam as the Alternate OH&S Representative for the Park Rangers at Stanley Park.
- To appoint Lucia Rincon as the Chief Shop Steward in the HSPBA (Paramedical) Sector.
- To appoint Bobby Burgess as the Chief Shop Steward in the HSSCBA (Community) Sector.
- To appoint Ravina Lal as the Chief Shop Steward in the City Sector.
- To donate \$1,000 to CUPE 905.29 (Library Workers in Bradford, Ontario) in support of their strike for a first collective agreement.
- To donate \$1,000 to the Face of Today Foundation (Youth Resource and Support Centre) for two hampers.

BY THE MEMBERS

At the General Membership meeting on September 27, 2023, the members in attendance made the following decisions:

- To elect Seagrין Worster to the vacant trustee position.
- To elect Lucia Rincon to the vacant HSPBA (Paramedical) Sector Representative position.
- To approve honorary membership for retired City member, Michele Alexander.
- To destroy the ballots from the CUPE National Convention delegate elections.
- To destroy the ballots from the HR MacMillan Space Centre, Museum of Vancouver, Vancouver Maritime Museum, and Langara College ratification of agreement meetings.

NEXT MEMBERSHIP MEETING IS ON October 25, 2023 via Zoom

Hey, Stewards!



YOU'RE THE BEST

We held the Steward Appreciation Dinner on September 28, 2023 at the Italian Cultural Centre. This was a very well-attended event where a good time with good food and lots of laughter was had by all. It was great to see stewards connecting with stewards in other sectors, and put faces to names. This appreciation dinner is something that stewards look forward to each year and I hope that everyone enjoyed the evening.

Special thank you to CUPE BC President Karen Ranelletta, and the Vancouver and District Labour Council President Stephen Von Sychowski, for joining us and sharing how important stewards and the work they do are. Another special thank you to the Secretary-Treasurer of CUPE BC, Trevor Davies, for the wonderful raffle prizes. The socks are always a hot item!







EXPRESSION OF INTEREST

Expression of Interest – Crossroads Employees

Occupational First Aid Attendant Level 2

submitted by Aaron Cook CUPE 15 OH&S Representative

Engineering Services is currently looking for a regular full-time CUPE 15 employee interested in being an Occupational First Aid Level II Attendant. We are seeking one attendant working out of Crossroads. Potential candidates must be able to demonstrate the following:

- Make controlled and calm decisions under pressure.
- Be comfortable dealing with varying severities of injuries.
- Be empathetic and reassure people in distress.
- Have good leadership skills and support Health and Safety policies and procedures.
- Have good interpersonal skills.
- Have good written and oral communication skills.
- Keep accurate records and documentation.
- Good attendance in accordance with the City's Attendance Management Program.

First Aid Attendants must be in good health and physical condition and are required to complete a Statement of Fitness prior to course commencement.

The attendant will cover first aid from 8:00 a.m. - 4:30 p.m., Monday to Friday on a rotational basis. Successful candidates must be willing to make themselves available during the entire day they are scheduled.

OFA Level II Attendants are expected to perform first aid duties in addition to their regular duties. The OFA Level II Attendant may be called on for any type of first aid need, including serious emergencies, but typical first aid calls include small wounds and cuts, strains, sprains, and minor burns.

The required first aid training will take place off site and be paid for by the City of Vancouver. Successful candidates will receive a premium for their role as a Level II First Aid Attendant as per their collective agreement. It is the responsibility of the employee, once selected, to maintain the appropriate training in good standing.

If you are interested in this opportunity, please submit a letter explaining why you would be a good candidate as well as an approved application form for this position to Mark Raines at mark.raines@vancouver.ca. Interested candidates will be evaluated for suitability by the Occupational Health & Safety Coordinator and/or the Safety Manager.

The application form is saved in VanDocs: DOC/2019/216696



Expression of Interest - Warehouse Operations Employees

OH&S Committee Worker Representatives

submitted by Aaron Cook CUPE 15 OH&S Representative

Warehouse Operations is currently looking for employees interested in participating in the new Health & Safety Committee as Worker Representatives (Reps).

The Committee is looking for the following representatives plus alternates:

- 1 Employee Co-Chair (from any location)
- 1 National Yard Central Store Worker Rep
- 1 Evans Yard Store Worker Rep

The newly formed Committee will meet monthly to discuss OH&S issues and make recommendations to improve health and safety.

A Worker Rep is responsible for participating in all activities associated with the committee, including actively contributing to the monthly meetings, conducting inspections, and participating in accident investigations. Worker Reps are provided with eight hours of safety related training a year. Members shall sit on the committee for a minimum two-year term.

If you are interested in participating and helping Warehouse Operations become a leader in safety within the City of Vancouver, please contact Aaron Cook to apply (604-805-7577 or cupeaaron@hotmail.com).

MEMBER ENGAGEMENT IN THE SECTORS

Updates to the Policy Manual

As reported in the Decisions by the Executive column elsewhere in this issue, Section 2 of the policy manual has been updated as follows as per recommendations from the 2023 Election Committee:

1. **Amend Policy 2.1.3 – Election Results – Release of Numbers**
Publish **the names of successful candidates** from **all** elections and release numbers **the vote results** when requested by members. This will apply to all Local 15 Executive elections. Numbers will be released upon request for up to two weeks following the close of poll.
Note – **Bold** denotes new language and ~~denotes~~ deleted language.
2. **New Policy 2.1.4 – CUPE Local 15 Employees**
CUPE Local 15 employees are prohibited from endorsing, campaigning, and/or supporting a member in any way who is a candidate in an election within the jurisdiction of CUPE Local 15 or an organization that CUPE Local 15 has an affiliation.

Member Engagement in the City Sector

Submitted by Aaron Cook, OH&S Committee and City Sector Executive Representative

On September 13, 2023, a few members of the CUPE Local 15 Executive Board participated in some member engagement and outreach that consisted of some site visits. We visited eight different City worksite locations including Carnegie Community Centre, Evelyne Saller Center, and The Gathering Place. These sites are the focus for this article.

Carnegie Community Centre, at 401 Main Street, is often referred to as the living room of the Downtown Eastside. It is a place that provides numerous comforts that many of our living rooms have and many areas that people from outside can hang out and relax in.

It has a fitness, billiard, and television room, and a gymnasium on the second floor for basketball and pickleball. There is also a theatre room that regularly holds events each month such as dancing, crafts, karaoke, and bingo.

There is a concession on the second floor that offers low-cost snacks and meals that are flavourful and nutritious, as well as a variety of freshly baked goods.

There are Arts, Indigenous, and Recreation programs, library and education services from the VPL, and a learning centre run by Capilano University. They offer mail pickup, public washrooms, drop-in spaces, and a message board.

Our members do this work in an effort to provide social, educational, cultural, and recreational activities and services for the people of the Downtown Eastside. The Security and Information Team that works on the front lines at Carnegie are not only



office and admin clerks, information clerks, recreation attendants, building maintenance, various coordinators and outreach workers, just to name a few.

The Evelyne Saller Centre, at 404 Alexander Street, is located in an awesome brand new building that has a bright and welcoming feel. In many ways, it offers a lot of the same things that Carnegie does, with a few notable exceptions. There are free showers, laundry services, and health support which is an invaluable and necessary service to those in the community. The Health Centre at Evelyne Saller has clean, private showers with towels, soap, shampoo, razors, and shaving cream available to use free of charge. From Monday to Friday, clients can drop off a load of laundry in the morning and pick it up later that night, all at no cost. The kitchen offers great meals at the super low cost of \$2 and is open 365 days a year. The admin, security, health, recreation, and building maintenance staff are just some of our amazing members who work at the Evelyne Saller Centre.

primarily serve vulnerable populations, including people on lower income, people with disabilities, seniors, people of diverse ethnic backgrounds, the LGBTQIA2S+ community, youth, and people who are homeless.

They also offer free showers, laundry, and health services for their visitors. With its location being away from the Eastside, it serves a different community that equally needs help. Many people just think of the Main and Hastings area and forget that Granville and Davie Street have a super vulnerable population with many of the same issues. Due to the location, there isn't the abundance of places that offer these kinds of services, which makes The Gathering Place much needed and very important. In talking to some of the public that frequent The Gathering Place, we found out that they don't like some of the overt triggers that Main and Hastings gives them. The Gathering Place also has low-cost meals that are quite awesome and tasty.

The admin, security, health, recreation, and building maintenance staff are just some of our exceptional CUPE Local 15 members who work at this location.

I tried to include as much detail and groups of CUPE 15 workers who are employed at the above sites and know that I probably left out a few, if not many, and for this I am sorry.

If you or your team would like to be featured in a union outreach and engagement article, please reach out to Aaron at cupeaaron@hotmail.com.

radio system, and performing a wide variety of other clerical duties. The clerk also processes various forms and documents for dog license applications and renewals, investigative statements, reports, animal impound forms, adoption applications, and all other documents related to the department's administrative process.

Top: Evelyne Saller Centre, Left Aaron Cook, City Sector Representative, Centre – three members of the Evelyne Saller Security Team, Right Santino Scardillo, 1st VP

Bottom: Gathering Place, three members of the Security Team at the Gathering Place with 1st VP Santino Scardillo and City Sector Representative, Aaron Cook.



security members, but also function as de facto social workers, friends, and allies to those who live and work in the neighborhood. Some of our members who work there are represented by the security, kitchen staff,

The Gathering Place, at 609 Helmcken Street, is again similar in many ways with the Carnegie and Evelyne Saller Centres but offers a unique experience as it is located in the Downtown South Community. They



Member Engagement in the Health Sector

Submitted by Santino Scardillo, 1st Vice President

I recently had the pleasure of meeting with some of our Health Sector members at the Vancouver Coastal Health Downtown Eastside Connections Clinic. This low-barrier addictions clinic serves those with opioid use disorder who may find barriers using other addiction services, and offers rapid access to oral opioid agonist treatments.

They have just moved into the new facility on Alexander Street in the heart of the Downtown Eastside. We had some great discussions about the work that they do and why it is so important.

The clinic has a multiple disciplinarian team made up of doctors, nurses, community liaison workers, a financial liaison worker, and care coordinator who all work together to best coordinate client care.

We also discussed the importance of having a site contact and a shop steward at this worksite and putting a health and safety committee in place.

Thank you to the staff who posed for the accompanying photo.

Top: Santino Scardillo, 1st VP with clinic staff



Left, Animal Control Staff with City Sector Representative, Aaron Cook, 1st VP Santino Scardillo, and three Animal Control Staff.

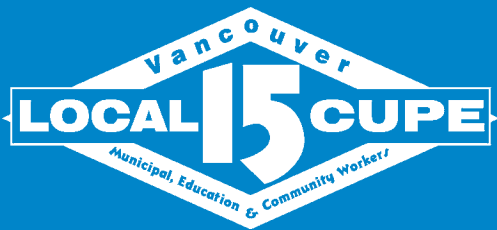
Member Engagement at Animal Control Services

Submitted by Santino Scardillo, 1st Vice President

During a visit to Animal Control Services, we learned that on any given day, Animal Control Officers (ACOs) can be seen in public patrolling parks for off-leash dogs, checking for licensing, educating the public on dog responsibilities, picking up strays, or chasing dogs running at large. Officers also deal with aggressive dogs and dog attacks on humans and other domestic animals, and seize dangerous and vicious dogs from these incidents in order to keep the public safe. The ACO also attends court on a regular basis on files that go to prosecution.

The Kennels Manager is responsible for the kennel area where they take care of the dogs until they are redeemed or adopted out. They are responsible for the care of all animals at the shelter.

The Animal Control Office Support Clerk III has a variety of duties including dispatching ACOs in the field, fielding all incoming calls, communicating on a radio system, and performing a wide variety of other clerical duties. The clerk also processes various forms and documents for dog license applications and renewals, investigative statements, reports, animal impound forms, adoption applications, and all other documents related to the department's administrative process.



The Members' Voice is published nine times a year for members of CUPE Local 15 - Vancouver Municipal, Education and Community Workers. The deadline for submissions is 9:00 a.m. on the first Wednesday of each month. All submissions may be edited for brevity and clarity. Signed articles and letters do not necessarily reflect the views or policy of CUPE Local 15.

CUPE Local 15

545 West 10th Avenue
Vancouver, BC V5Z 1K9
Phone: 604-879-4671
Fax: 604-879-7582
Email: email@cupe15.org
Web: www.cupe15.org

Local 15 is a chartered affiliate of the Canadian Union of Public Employees and is also affiliated with the CUPE British Columbia Division, CUPE Metro District Council, the Vancouver & District Labour Council, and the BC Federation of Labour. CUPE 15 is a member of the Canadian Association of Labour Media (CALM).

CUPE Local 15 Executive Board Table Officers:

President: Warren Williams
Secretary-Treasurer: Debbie Mohabir
1st Vice President: Santino Scardillo
2nd Vice President: Ravina Lal

Sector Representatives:

City: Aaron Cook, Paul Chohan
College/University: Sophie Bennett, Rose Palozzi
Cultural: Courtney Gillen
Health/HSSCBA: Roxshanna Shankar
Health/HSPBA: Lucia Rincon
Parks: Bernie Dionne, Henry Lee
K-12: Chris Brown, Cynthia Schadt

Trustees:

Seagrin Worster, John Kaptein, Vanessa Mani

Staff Representatives:

Kathie Currie, John Geppert, Steve Salsman, Gail Johnson, Joy Tullios,

Office & Administrative Staff:

Mark Gloumeau, Accounting Coordinator
Nancy Strider, Accounting Assistant
Tia Tang, Office Manager
Michelle Yim, Office Assistant

Building Service Worker:

Elaine Duan

CUPE National

Representatives:

Sung Wong, Michael Reed

JOB POSTING

Accepting applications for Office Assistants

CUPE Local 15 is accepting applications for two permanent full-time Office Assistant positions.

This is clerical work of advanced complexity including word processing and data processing. Duties include maintaining union files, members' records, dues check off, reception, comprehensive proofreading of a variety of documents, and liaising with a variety of office supply and servicing companies. The duties of the position frequently require independent action and discretion to resolve problems and to work independently with minimal supervision. The successful candidate will be detail-oriented with proven ability to manage a steady workload in a fast-paced working environment.

Required Knowledge, Ability, and Skills

- Knowledge of the organization, practices, procedures, and general rules of CUPE Local 15 sufficient to carry out the duties of the job, including the provision of accurate information to members and outside agencies.
- Knowledge of trade union and labour relations terminology sufficient to accurately word process and proofread a variety of documents and to deal with or refer phone calls, email correspondence, and other written correspondence as appropriate.
- Knowledge of standard professional business formats for a variety of documents including letters, reports, minutes, and emails.
- Ability to deal politely and tactfully with a variety of callers and visitors, some of whom may be angry or distressed, and to use discretion in providing or exchanging information and to keep sensitive information strictly confidential.
- Ability to operate a personal computer using database software to enter and edit information, and create and generate reports, and use word processing software to enter, format, edit, and print a variety of documents.

- Ability to check records and printouts for errors and discrepancies and to maintain accessible files.
- Ability to navigate the union website to update, post, and delete a variety of documents and information.
- Ability to work to deadlines, establish priorities, and multitask in a work situation where there are frequent interruptions and multiple demands.
- Ability to compose/generate straightforward memos, reports, letters, and emails.
- Ability to operate a variety of office equipment including a personal computer, printers, photocopiers, phone consoles, fax machine, postage machine, folding/inserting machine, and ECopy station.

Qualifications

- Grade 12 or equivalent, including or supplemented by courses in word processing and database management plus at least two years' previous related experience, or an equivalent combination of training and experience.
- Ability to communicate both orally and in writing in the English language. Strong spelling and grammar skills are a necessity.
- Advanced Microsoft Outlook, Word, Access, Excel, and Adobe Acrobat skills are essential.
- The incumbent must have a good telephone manner, the ability to deal effectively with a wide variety of people and situations, and be able to work efficiently as a member of a team.

A strong commitment to trade union principles is essential.

Salary and other working conditions as per the British Columbia Union Workers' Union collective agreement. This can be found at <https://bcuwu.ca/worksites/cupe-15/>. Hours of work are from 8:30 a.m. to 5:30 p.m. based on a four-day week.

Please forward resumes to the CUPE Local 15 Office Manager by email to ttang@cupe15.org or via Canada Post. The application deadline is 12:00 p.m. on November 3, 2023.

Resumes submitted without a cover letter will not be considered. Please note that only those selected for an interview will be contacted.

Casual Work at the Union Office

Accounting Assistant

From time to time CUPE Local 15 requires casual assistance in the Accounting Department for short term assignments. The union office is a fast-paced environment that requires the ability to work to deadlines with frequent interruptions and multiple demands.

This is accounting work of varying complexity. Knowledge of Microsoft

Excel, Outlook, and Word is essential. Experience with QuickBooks or other accounting systems is also a requirement. A strong commitment to trade union principles is essential.

If you are interested in this work, please forward your resume to the CUPE Local 15 Accounting Coordinator at mgloumeau@cupe15.org.

