



Membership Engagement & Governance Coordinator - Indeterminate

Band 12 (\$122,016 to \$137,330) plus \$1,500 Bilingual Allowance - (expired: April 30, 2024)

The Opportunity

The Union of National Employees is seeking expressions of interest and applications for the position of **Membership Engagement & Governance Coordinator**. Reporting to the Senior Director of Operations, this designated bilingual role is responsible for the management, coordination, and operational oversight of UNE functions related to governance support, local support and compliance, membership engagement, communications and research, conventions, conferences and events, and information technology systems and user support.

The successful candidate will provide leadership, direction, and guidance to help ensure these services are effectively planned, integrated, and delivered in support of UNE's operational, governance, and membership priorities. The successful candidate will directly manage and mentor a team, overseeing day-to-day workloads, workflows, and performance to ensure a cohesive and collaborative approach to member services.

Key Responsibilities

- Manage and coordinate the staff and services responsible for governance support, local support and compliance, membership engagement, communications and research, conventions, conferences and events, and IT systems and user support.
- Provide leadership, direction, guidance, and support to employees within the branch, including assigning priorities, coordinating workflows, monitoring service standards, and supporting staff development.
- Oversee services and activities that support local executives, local bylaws, local records, local compliance requirements, and the broader development and engagement of locals.
- Oversee governance support services to elected bodies, committees, and meetings, including operational processes related to agendas, documentation, minutes, elections, records, and follow-up actions.
- Oversee the planning, coordination, and delivery of conventions, conferences, seminars, meetings, and other governance and organizational events.

- Oversee UNE communications and research services, including internal and external communications, publications, website and social media support, messaging, and related content development.
- Oversee IT infrastructure support, user support services, technology operations, and related systems and tools required to support staff, elected officers, governance processes, events, and member-facing services.
- Provide operational advice and recommendations regarding branch priorities, resource coordination, service delivery, staffing needs, and emerging issues.
- Prepare reports, recommendations, briefing notes, presentations, and other materials for management, elected officers, committees, and governance bodies.

Key Qualifications & Requirements

- University degree in administration, communications, public administration, industrial relations, political science, information systems, event management, or a related field, or an equivalent combination of education, training, and experience.
- A minimum of 5 years of relevant experience in a unionized, political, governance, or member-based environment.
- A minimum of 2-3 years of experience in a supervisory, management, or senior coordination role, including managing staff, coordinating workloads, guiding team performance, and supporting service delivery across multiple functional areas.
- Experience leading or overseeing multiple operational functions such as governance support, communications, events, member services, or IT support services.
- Strong knowledge of union governance structures, bylaws, policies, and committee processes.
- Strong leadership, planning, organizational, and problem-solving skills.
- Strong oral and written communication skills in both English and French.
- High degree of judgment, discretion, confidentiality, and political acuity.

How to Apply

Interested candidates are invited to submit an updated CV along with a cover letter outlining how they meet each of the criteria and qualifications of the position.

Please confirm in your email if you are applying from one of the following categories:

- Internal (current UNE employee)
- AEU member

- UNE member
- General Public

Submissions must be sent directly to **Christina Paultre** at christina.paultre@une-sen.org

Closing Date: Wednesday, June 24, 2026 at 4 p.m.