



UNION OF NATIONAL EMPLOYEES (UNE) – PSAC Employment Opportunity

COMMITTED TO EQUALITY IN THE WORKPLACE

Competition Start Date: September 11, 2026

Selection Process:	RECR-2026-05-COMMS
Position Title:	Communications and Research Officer
Employment Type:	One (1) Indeterminate (permanent) position
Classification:	Band 10
Language:	Bilingual Essential
Salary:	\$112,009 to \$126,066 plus \$1,800 Bilingual Allowance
Group:	AEU, Unit III
Location:	Union of National Employees (UNE) – PSAC 150 Isabella Street, 9th Floor Ottawa, Ontario K1S 1V7
Search Area:	Internal; AEU membership; UNE membership; General Public Note: Priority will be given to qualified internal candidates
Closing Date:	September 18th, 2026, at 4 p.m. (EST)

Join the UNE Family – Where Dedicated Service and Passion Converge

Step into a role where every effort counts, and every contribution is celebrated. At the Union of National Employees (UNE), our diverse community is powered by committed and dedicated employees who provide exceptional service to our 27,000 members across 73 dynamic workplaces. Together, we champion workers' rights, human rights, and social justice with unwavering passion.

Since 1967, UNE has stood as a beacon for empowering voices and embracing unique perspectives across public, private, and non-profit sectors. We believe that our strength lies in our diversity, and we foster an inclusive environment where every idea is valued and every individual can thrive.



By joining our team, you'll enjoy:

- **Generous Time Off:** Kickstart your journey with three weeks' vacation, plus extra paid leave to support your wellness.
- **Flexible Work Arrangements:** Experience a dynamic hybrid model with a minimum of two days per week at the office.
- **Outstanding Benefits:** Benefit from competitive group plans—including Health, Dental, Life, and Disability Insurance—fully paid by UNE.
- **Financial Security:** Secure your future with our Defined Benefit Pension Plan featuring balanced (50/50) contributions.
- **Continuous Growth:** Receive robust support for professional development and a wellness allowance of \$1,600 per year.

If you're driven by a commitment to service and ready to contribute to a legacy of positive change, UNE is the perfect place for you. Join us and be part of a team that makes a real difference in the lives of 27,000 members and beyond.

Discover your next career chapter with UNE – where your passion meets purpose!

Learn more about the [UNE's Mission, Vision and Values](#).

PURPOSE OF POSITION

The position provides internal and external communication, advisory and research support and services to the UNE National President, National Executive, and the Senior Management team.

STATEMENT OF RESPONSIBILITIES

- Develop, maintain, and validate the quality of print and electronic media content prepared for internal and external communications.
- Research and collect information from a variety of sources to create and edit briefs, reports, policy statements, speeches, articles, letters, brochures, pamphlets, and publications ensuring the translation, proofreading, design, and publication schedules are met.
- Coordinate and lead the UNE's national communication strategies and develop implementation guidelines for the effective delivery of programs and strategies.
- Provide advice and expertise to facilitate the development of the communication policies and regulations of the UNE.
- Develop and maintain the content, code, graphical design and consistent brand of the UNE website, intranet, social media, and other electronic platforms.
- Research and liaise with various networks regarding current and emerging issues and/or changing legislation that affect the UNE, PSAC and the broader Labour movement.



- Monitor media postings, determine the impact of information, and provide advice for strategic messaging to the relevant stakeholders.
- Participates a technical advisor to UNE committees and meetings, as assigned.
- Design and deliver presentations and prepare the presenter/speaker, as required.

QUALIFICATIONS:

Education and Experience:

- Post-secondary graduate in communications, public relations, journalism or a related discipline, or an equivalent combination of education and experience.
- A minimum of three (3) years' experience working with a Labour or political organization.
- Experience working in a political or union environment and a demonstrated commitment to progressive social justice principles (e.g. as an activist).

Knowledge & Skills:

- Knowledge and experience of computer technology and current web programming languages including HTML, PHP, MySQL and other databases.
- Strong research, analysis, writing, editing and oral and written communication skills in English and French.
- Experience creating, designing, and presenting diverse communication materials.
- Knowledge of communications and media strategies including the ability to establish a working relationship with and influence members of the media.
- Demonstrated understanding of the political and operational structure of unions.
- Knowledge of the federal government operational and political structure is considered an asset.

Abilities:

- Ability to write, research and produce electronic messaging designed for the website and social media for mobile and desktop devices.
- Ability to provide strategic advice in order to inform and mobilize members into action.
- Ability to work in a political environment with sensitive and confidential issues.
- Ability to work independently.
- Ability to work collaboratively.

Personal Suitability

- Strong Judgement
- Attention to details
- Leadership
- Interpersonal Skills
- Initiative

Other:

- Demonstrated Commitment to union principles and advocacy.
- Demonstrated commitment to progressive social justice principles.



Important Information About the Submission of Applications

- 1) The applicant must submit a letter of intent explaining **clearly** how they meet the qualifications related to Education and Experience as well as a copy of an updated résumé.
- 2) Applicants must clearly indicate, in their letter or résumé, their linguistic proficiency in their second official language using one of the following: no knowledge, beginner, intermediate or advanced.
- 3) Please confirm in your email if you are applying from one of the following categories: Internal (current UNE employee); AEU membership; UNE membership; General Public.
- 4) All applications must be submitted by email to the following email address: hr-rh@une-sen.org. Please specify “**RECR-2026-05-COMMS Indeterminate**” in the subject line when **submitting your application**. Failure to do so may result in your application not being properly considered for the position.
- 5) Application will be accepted until the end of business on **September 18th, 2026** (4 p.m. Eastern)
- 6) Please advise if you require any accommodation measures as part of this selection process.

NOTES

A detailed position description is included in this communication.

A screening board will review applications. The Board’s decision will be based on the contents of the application. It will be the responsibility of the applicant to provide evidence of demonstrated ability by providing necessary information and documents with the application. Only those candidates who are selected for an interview will be contacted.

The Union of National Employees - PSAC is committed to building an inclusive workplace where diversity of thought – and of people – are recognized, valued and considered essential to achieving our goals, including ensuring workforce representative of our membership. We thrive to create a work environment that is welcoming to everyone and encourage applications from equity seeking groups including Women, Indigenous workers, Black workers, Racialized workers, workers with disabilities, and workers from the two-Spirit, lesbian, gay, bisexual, trans, queer and intersex community (2SLGBTQI+).

The Union of National Employees – PSAC’s office environment is “smoke-free” and “scent free.”