



UNION OF NATIONAL EMPLOYEES (UNE) – PSAC Employment Opportunity

COMMITTED TO EQUALITY IN THE WORKPLACE

Competition Start Date: September 22, 2026

Selection Process:	RECR-2026-06-EA to NP/NEVP
Position Title:	Executive Assistant to the National President and National Executive Vice-President
Employment Type:	One (1) Indeterminate (permanent) position
Classification:	Band 8
Language:	Bilingual Essential
Salary:	\$95,421 to \$107,399 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
Closing Date:	October 6, 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 executive administrative support and services to the UNE National President and National Executive Vice-President. The position is excluded from the bargaining unit.

STATEMENT OF RESPONSIBILITIES

Under the direction of the National President and National Executive Vice-President, the position is responsible for a broad range of administrative services to both offices that support the operational, strategic and political responsibilities of the UNE.

- In conjunction with the National President and National Executive Vice-President, organizes and manages their daily agendas by scheduling appointments, speaking engagements, meetings with various internal and external contacts (PSAC and Components, Members of Parliament, Employer Representatives, Government Departmental officials), preparing and organizing meetings and related background information and making travel arrangements (itineraries, accommodations, and reservations).
- Drafts, proofreads, edits, formats, types, and finalizes a variety of documents including letters, agendas, emails, reports, briefs, minutes, which includes working from handwritten and computerized documents.
- Coordinates translation of various documents as required.
- Assists the National President, National Executive Vice-President as required in confidential matters by providing them with template responses.



- Receives, reviews, and prioritizes incoming correspondence from various sources to determine significance. Forwards to appropriate body and attaches background information as directed by the National President and National Executive Vice President.
- Reviews emails, answers phone calls and maintains a record of the subject matter, ensuring the accuracy and respecting the political sensitivity and confidentiality of information provided or received.
- Maintains the National President and National Executive Vice President's filing, ensuring the security of confidential and sensitive information and the efficient access and retrieval of information.
- Administers the honours, awards and bursary files on behalf of the UNE and assists with the coordination of the memorial, remembrance and deceased member recognition programs. Coordinates PSAC honours and awards for UNE members.
- Assists with the ranking process, by region, of UNE member applications to all PSAC National Conferences.
- Provides on-site or conference call logistical and administrative services to the standing committees as assigned including scheduling meetings/conference calls, preparing agendas, maintaining the speaker's list, timing and recorded vote, distributing minutes or Records of Decisions, preparing reports for the National Executive, preparing the entire file to provide to the UNE Discipline Committee and forwarding to PSAC, in accordance with the relevant articles of the Constitution and following up accurately on action items originating from such meetings.
- Responsible for coordinating catering and/or staff events for the National President, National Executive Vice President and Directors as required.
- Conducts searches on a variety of subjects to retrieve relevant information which includes previous Committee decisions, National Executive meetings, Convention decisions, resolutions of record, Presidential rulings, verbatim reports, by-laws, policies and PSAC Constitution & Regulations and prepares a summary for use by the National President, National Executive Vice-President and/or committee members.
- When required, the incumbent provides on-the-job training to Convention Credentials Committee and The Convention Sergeants-At-Arm.

The position is responsible for convention administrative services to the Chair of the UNE Triennial Convention and is required to:

- Prepare the convention call out for convention committee assignments, maintain a list of caucus chair assignments, assist the Chair of the National Elections, and maintain a list of regional caucus election chairs.
- Assist with the recruitment of volunteers such as Sergeants-At-Arms and Credentials Committee members. Arranges training, provides relevant documents and schedules shifts by preparing a shift calendar.
- Assists in convention preparation as assigned by the National President and National Executive Vice-President. Provides executive support to both elected officers, including assisting in the preparation of their reports to Convention and ensuring they have all up-to-date materials required to function effectively in their roles at Convention.
- Assists the National President and National Executive Vice-President during Convention proceedings, as required, including maintaining the speakers list.



- Assists with the assignment of movers and seconders for Convention procedural motions, provides and distributes copies of procedural motion documents to those assigned, and provides other support as required by the National President and National Executive Vice-President.
- Provides post-Convention administrative services to the National President and National Executive Vice-President offices.

QUALIFICATIONS:

Education and Experience:

- Post-secondary education in Business, Administration OR a related discipline, or an equivalent combination of education, training, and experience, relative to the responsibilities of the position in a unionized environment.
- A minimum of five (5) years' experience in an executive or senior administrative role.
- Experience working in a political or union environment and a demonstrated commitment to progressive social justice principles.

Knowledge & Skills:

- Exceptional ability to communicate effectively, orally and in writing, in French and English, including strong proficiency in spelling, vocabulary, grammar and usage in both official languages.
- Strong knowledge of executive administrative practices within a unionized or political environment.
- Knowledge of UNE By-laws and policies and the ability to understand how they are applied.
- Knowledge of meeting procedures, voting procedures and Bourinot's Rules of Order.
- Strong organizational and administrative skills.
- Strong time management skills to deal effectively with conflicting priorities, strict deadlines and multiple distractions.
- Strong computer skills, including the Microsoft Office Suite.
- Knowledge of records and database management to develop, maintain and update effective record-keeping systems.
- Strong listening and comprehension skills to accurately receive, interpret and relay information.

Abilities:

- Ability to work in a political environment involving sensitive and confidential issues.
- Ability to review and apply Executive decisions and adjust to priorities in a demanding office environment.
- Ability to manage multiple tasks, deadlines, changing priorities and emerging issues.
- Ability to communicate professionally with a variety of internal and external contacts, including union officials, UNE and PSAC staff and government representatives.
- Ability to remain calm, courteous, professional and respectful under time constraints and while managing conflicting priorities.
- Ability to exercise tact and discretion when preparing, handling and disclosing confidential and sensitive information.



- Ability to work independently and cooperatively with others in a team environment.
- Ability to provide administrative and procedural support during meetings, committees and Convention.

Personal Suitability

- Confidentiality and discretion
- Initiative
- Sound judgment
- Adaptability
- Reliability
- Attention to detail
- Problem-solving
- Self-motivation
- Strong interpersonal skills
- Professionalism
- Flexibility

Other:

- Demonstrated commitment to progressive social justice principles.
- Ability to work occasional overtime, including during Convention and other events.
- Ability to travel occasionally.

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: staffing@thedelfigroup.com. Please specify **“RECR-2026-06-EA NP/NEVP “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 **October 6, 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."





