



# Canadian Union of Public Employees Local 1004 Vancouver Civic Employees' Union

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## CUPE LOCAL 1004 - TEMPORARY JOB POSTING

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### BUSINESS AGENT - Temporary Relief

**POSITION** Business Agent - Temporary Relief

**DURATION** Casual

**SALARY** \$53.67 per hour

**HOURS** Variable

CUPE 1004 is accepting applications for those interested in serving as a temporary business agent, providing casual relief for the Local's permanent Business Agents who work with elected officials and CUPE National staff to execute labour relations functions.

Wages and working conditions are in accordance with British Columbia Union Workers' Union (BCUWU) collective agreement with Local 1004.

### DUTIES AND RESPONSIBILITIES

The successful applicant will be required to perform the following key functions (a full list can be found in the associated job description, which is available upon request):

- Administer collective agreements for assigned bargaining units;
- Provide direct assistance to stewards and elected officials from assigned bargaining units, and direct assistance to members once a grievance is filed or where no steward or elected officials are available;
- Work collaboratively with stewards to support their work, providing advice, mentorship, instruction, and where appropriate, direction on labour relations work;

- Work collaboratively with CUPE National Representatives, and in conjunction with the President and Executive Board, to provide training to shop stewards and Union officers;
- Prepare and present grievances for assigned bargaining units, and represent assigned bargaining units to various elected employer bodies;
- Assist in providing advice to bargaining units regarding collective bargaining as assigned;
- Writes letters, memos, notices, bulletins, articles, and reports;
- Maintain files related to collective bargaining, collective agreement administration and grievances, as well as operate a personal computer and use a variety of software programs;
- Attend and participate in regular Business Agent meetings and other administrative meetings as required; and
- Attend member outreach events and site visits for assigned units, and assist with their organization.

### **KNOWLEDGE, SKILLS & ABILITIES:**

Successful applicants will be required to possess the following:

- Grade 12 supplemented by union education and courses in trade union topics, plus related trade union experience and a demonstrated commitment to trade union principles, or an equivalent combination of education, training and experience;
- Knowledge of the labour movement and its aims, union history, labour relations, arbitral law, and related laws (e.g. human rights, employment standards, and workers compensation);
- Knowledge of political and social justice issues that promote solidarity, equity, democracy, and respect for working people;
- Knowledge of general office procedures, information technology platforms and software, and tools (e.g. Microsoft Office, email etiquette, file management systems, and video conferencing);
- Well-developed interview skills and empathetic listening;

- Good note taking and record keeping skills for case management;
- An ability to write clearly, communicate findings and express complex technical issues in a simple and understandable way;
- Ability to conduct meetings, present positions, and arguments, negotiate agreements, respond to emergencies, deal sensitively with people who may be angry or distressed and use discretion in discussing matters of a highly confidential nature;
- Ability to read and analyse all relevant documents, to conduct research and to prepare grievance and appeal presentations, correspondence, and technical documents such as reports and letters of agreement;
- Ability to work independently, keep track of and adhere to time limits and deadlines; and
- Ability to read, write and speak in the English language, with strong communications and interpersonal skills;

Applicants should be able to work variable working hours as required, and must hold a valid BC driver's license

## **SELECTION PROCESS**

Thanks in advance to all those who apply; however, only those candidates selected for an interview will be contacted.

Please submit your resume by e-mail to the attention of Rob Limongelli at [info@cupe1004.ca](mailto:info@cupe1004.ca), no later than 5 p.m. August 15, 2025. Please include the subject line: Local 1004 Temp Application

*CUPE Local 1004 is committed to being a workplace that is free of discrimination, values diversity, and is representative of the communities we serve. We strongly encourage applications from members who identify as Indigenous, people of colour, women, people with disabilities, young workers, and 2SLGBTQ+*