

# Health & Safety / Education Coordinator

September 7, 2022 // WINNIPEG, MANITOBA

## Position Overview:

This position will be responsible for directing the MFL's workplace health and safety initiatives, in close collaboration with affiliated unions, as well as organizing educationals for members and providing support to MFL Committees. This position will work under the direction of the MFL's Executive Director and President, as part of a small and flexible staff team working to advance the priorities of the MFL's affiliated unions and the interests and well-being of all Manitoba workers.

## Deadline to Apply:

Applications will be accepted until **4:00 p.m. on Friday, September 30, 2022.**

We thank all applicants for their interest, but only those candidates selected for an interview will be contacted. Candidates invited to interview will also be asked to perform writing / research exercises to assess their abilities.

## Salary and Benefits:

As per [Collective Agreement](#), USW 9074-Unit 4.

## Qualifications:

Candidates are required to demonstrate the following qualifications:

- Demonstrated expert-level knowledge and significant work experience in the field of workplace health and safety, and advocacy from a worker's perspective.
- Knowledge of, and experience working in the labour movement, understanding of the role of central labour bodies, and awareness of labour's health and safety and other priorities.
- A relevant research-based or policy-oriented degree or diploma or a minimum of 3 years of experience working in a research / writing or instructing role.
- Demonstrated excellent oral and written communications skills, and experience preparing a variety of written materials, including policy briefs and research reports.
- Experience organizing events and / or conferences.
- Facilitation / instruction experience is considered an asset.
- Background in research and analysis, and have the ability to research, develop and present well thought out, concise arguments and policy positions on complex and diverse issues.
- Proficiency with the Microsoft Office Suite.
- An ability to multi-task and manage a workload with competing deadlines and priorities.
- An ability to work independently and as part of a team, as well as with diverse affiliates and external stakeholders.
- An ability to manage sensitive and confidential information appropriately.

**Duties:**

The position will involve:

- Researching workplace health and safety and workers compensation issues and preparing briefs, submissions, legislative proposals and other written materials as required. This will include monitoring cross-jurisdictional legislative and regulatory developments, and accessing information through Freedom of Information requests.
- Developing and implementing public policy advocacy campaigns in the areas of workplace health and safety and workers compensation, as well as other labour priorities.
- Providing support to affiliates with respect to workplace health and safety / workers compensation education and advocacy.
- Providing staff support to MFL Committees, including organizational support, research and other requirements.
- Organizing conferences, educationals and events.
- Working as part of a team to plan and execute announcements and media events.
- Supporting other MFL activities and policy areas as part of a small and flexible staff team.

***Note: The above list of duties is not intended to be all-inclusive. Employee may perform other duties as required to meet the ongoing needs of the organization.***

**Resumes may be submitted to:**

ATTN: Anna Rothney, Executive Director  
Manitoba Federation of Labour  
303-275 Broadway  
Winnipeg MB R3C 4M6

**Email:** Admin@mfl.mb.ca

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