



Executive Assistant to the National President

LOCATION: CIU National Office, Ottawa, Ontario

The Customs and Immigration Union (CIU) is seeking to hire a full-time bilingual Executive Assistant to the National President on a permanent basis. This position provides key administrative services to the CIU National President, the four National Vice-Presidents and the National Board of Directors to support the strategic and political responsibilities of the CIU.

- **THE POSITION** is responsible for administrative services to the National President's office and is required to draft, proofread, translate and finalize a variety of documents including letters, reports, briefs, motions, resolutions and minutes. Manage the National President's daily agenda by scheduling appointments, speaking engagements, meetings with various internal and external contacts, organize meetings, related background information and travel arrangements. Maintain the National President's Office paper and electronic filing and records systems. Analyze and prioritize incoming correspondence. Proofread and verify for accuracy, the documents requiring the National President's signature. Liaise with internal Component staff to provide advice, interpret administrative and operating policies and procedures, proofread and/or edit internal/external correspondence and documents. Liaise with PSAC staff when coordinating delegation to PSAC events and with external suppliers to schedule services, review contracts and invoices to recommend approval. Research a variety of subjects by conducting searches of electronic, print, or other resources to retrieve relevant information which includes previous NBoD and Convention decisions as well as verbatim reports and compile findings for use by the National President, Executive Officers and Board of Directors.
- **THE POSITION** is responsible for administrative services to the National Board of Directors, the National Executive, National Triennial Convention, Convention Committees and various National Labour Management committee meetings and is required to schedule and manage the three-year meeting schedule. Lead the coordination of meetings which includes organizing agenda context, preparing agendas, reports, Resolutions of Record, By-laws, Branch rules, Regulations, participant kits, inviting and liaising with guest speakers and presenters, anticipating and gathering background material needs and providing to participants, arranging for the translation of documents and simultaneous interpretation, coordinating internal staff support as required. Provide on-site and/or conference call meeting logistical and administrative services including flow of documentation, voting list, speakers' list, recording, transcribing and distributing minutes, following up on actions originating from the meetings. Ensure Component governance documents such as Resolutions of Record, Component By-laws, Branch Rules, and Regulations are maintained and updated to reflect NBOD and Convention decisions.

QUALIFICATIONS:

- Minimum 5 years' experience in an administrative position and a minimum of 2 years' experience working in a senior level administrative role.
- Strong organization, administrative, secretarial, translation and bookkeeping skills and the ability associated with successful completion of business and/or administrative training or equivalent experience.
- Knowledge of the political and operational structure of the Customs and Immigration Union, the CBSA, the PSAC and overall trade union role including an understanding of and commitment to union principles and experience working in a union environment.
- Strong English and French communication skills both orally and in writing; proficiency in spelling, vocabulary, in the application and usage of French and English grammar and translation techniques.
- Strong computer skills including Microsoft Windows, word processing, spreadsheet, email and presentation software.
- Strong time management skills to deal effectively with conflicting priorities, meet strict deadlines, fulfill obligations while managing multiple demands.
- High degree of self-motivation, initiative, good judgment, adaptability, problem-solving, reliability, organizational, attention to detail, customer service and conflict resolution skills.
- Ability to work independently and cooperatively with others in a team environment.

SALARY: Band 9 - Effective May 1, 2026, \$104,007 to \$116,898 plus \$1,750 bilingual allowance per year. Terms and conditions of employment apply as negotiated between CIU and the Alliance Employees Union (AEU), Unit 15. The CIU/AEU collective agreement contains telework provisions and a flexible 32-hour work week.

Priority for this opportunity shall be accorded as follows: Employees of CIU; Members of the Alliance Employees Union (AEU); other PSAC unionized employees; Members of CIU; Members of the Public Service Alliance of Canada; Members of the general public. Please note that only applications from individuals residing in Canada will be considered.

CIU is committed to employment equity and seeks to ensure a representative workforce. We encourage applications from members of equity groups (women, racialized people, Indigenous people, people with disabilities and members of the 2SLGBTQIA+ community).

IMPORTANT INFORMATION REGARDING THE SUBMISSION OF APPLICATIONS AND THE STAFFING PROCESS

All applications will be reviewed by a staffing board. The board's determination for screened-in applicants will be based on how the applicant's resume and experience align with the qualifications required for this position. It will be the responsibility of applicants to include evidence of required qualifications when applying. No travel expenses will be reimbursed by CIU for attendance at an in-person interview.

1. Applicants must submit an up-to-date resume with a letter of intent describing how their skills meet the listed qualifications of this position.
2. Applicants must indicate whether they are a member of the AEU or the PSAC and, if so, to which Component or DCL they belong.
3. All applications must be submitted by email to Mark Weber at the following email address: mark.weber@ciu-sdi.ca. Please specify "CIU – EA to National President" in the email subject line.
4. Applications will be received until close of business on May 8, 2026 (5:00 p.m. ET).
5. Written exams, interviews and/or assessments will be held shortly thereafter with a desired start date in June 2026.

Customs and Immigration Union
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