



Air Canada: Vacancy for Full-Time EAP Co-ordinator

SEPTEMBER 6, 2023

The Employee Assistance Program Co-ordinator provides confidential support to Unifor 2002 members. The EAP position is negotiated in the collective agreement, and the program is promoted by both the union and the employer. This position is funded through the Employment Insurance Program covering Air Canada members. The EAP Co-ordinator will report to the Unifor 2002 President.

RESPONSIBILITIES:

- Identify and advocate the needs of our members
- Build working relationships with other union EAP coordinators
- Liaison between Air Canada and Local 2002
- Co-ordinate and assist with the delivery of related training programs to workplace representatives
- Develop a new, volunteer peer-to-peer support program
- Create and maintain a database of resources
- Facilitate training and workshops as needed
- Participate in training as required
- Provide reports to the Unifor 2002 Executive Board as required
- Other responsibilities as directed by the President of Unifor 2002

KNOWLEDGE AND SKILLS:

- Must be familiar with Unifor 2002 structure, philosophy, and its commitment to the Employee Assistance Program
- You are a self-starter
- Union experience is an asset
- You have computer skills (Word, Excel, PowerPoint, etc.)
- Promoter of Wellness
- Comfortable with social media
- Bilingual an asset

This position is open to all Air Canada Customer Service and Sales Agents, Customer Relations Representatives and Administrative Clerks who are members in good standing of Unifor Local 2002. Preference will be given to a member who is Toronto based due to Air Canada's requirements. The term of office is three years with a six-month probationary period. The term begins October 1, 2023.

Members interested in applying for the EAP Co-ordinator position should send a resume and cover letter no later than **September 15, 2023 at 12:00 ET**. Not all applicants may be granted an interview. The successful candidate will be selected after a structured interview process. Please mail or email your resume and cover letter to:

Unifor Local 2002 – EAP Co-ordinator
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Mississauga, ON L5S 1M2
E-mail: admin2@unifor2002.org