

Job Description: Co-ordinator

The Nova Scotia Federation of Labour (NSFL) Lighting the Way Literacy Project requires a part-time co-ordinator for our new project: *Using labour councils as a workforce education nucleus*.

In order to apply, you must be a member in good standing of a union affiliated to the NSFL and have access to a computer and a vehicle.

Duties:

Participate in training sessions as required;

Gather monthly reports from labour literacy advocates;

Report monthly to the Lighting the Way Literacy Project Co-ordinator;

Prepare financial information for accountant;

Prepare information for the Office of Literacy and Essential Skills quarterly reports;

Act as a liaison between the NSFL literacy project and the labour literacy advocates;

Offer support to labour literacy advocates and labour councils as needed; and

Participate in an evaluation at the end of the project.

Terms of Employment:

The successful candidate may be hired or released on union leave (booked-off) for the required hours.

February, 2010 to July, 2011.

40 hours per month.

Deadline for résumés: February 19, 2010. Please provide at least three (3) references with your résumé. Send by email to: lwentzel@nsfeducate.ca or mail to: 3700 Kempt Rd., Suite 250, Halifax, N.S., B3K 4X8

If you have any questions, please phone Linda Wentzel: 902-455-5337.

The Nova Scotia Federation of Labour is committed to employment equity and encourages applications from women and men (regardless of sexual orientation), visible minorities, aboriginal people, and persons with disabilities.

CAW Local 4005

Job Description: Labour Literacy Advocates

The Nova Scotia Federation of Labour (NSFL) Literacy Project requires five (5) labour literacy advocates for our new project, *Lighting the Way: Using labour councils as a workforce education nucleus*.

The Federation is seeking one advocate one in each of the following five labour council district areas: Halifax Regional Municipality (HRM); Cape Breton Regional Municipality (CBRM); Strait Area (including Antigonish and Port Hawkesbury, etc.); South Shore (including Bridgewater and Liverpool, etc.); Annapolis Valley (including Kentville and Wolfville, etc.).

In order to apply, you must be a member in good standing of a union affiliated to the NSFL and have access to a computer and a vehicle.

Duties:

Participate in training sessions as required;

Make presentations to unions and labour councils about workplace/ workforce education;

File monthly reports to the project co-ordinator;

Assist and support the labour council in their area if it decides to organize and run a workforce education program; and

Participate in an evaluation at the end of the project.

Terms of Employment:

The successful candidate may be hired or released on union leave (booked-off) for the required hours.

February, 20 to May, 2011.

24 hours per month.

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CAW Local 4005

Job Description: Accountant/Office Assistant

The Nova Scotia Federation of Labour (NSFL) Literacy Project requires an accountant/office assistant.

The successful applicant will be familiar with MS Word, QuickBooks, Excel spreadsheets and general accounting principles.

Duties: Working closely with the Literacy Project Co-ordinator:

Help prepare quarterly reports to the Office of Literacy and Essential Skills for 2 literacy projects;

Gather information from 2 literacy projects for monthly records;

Assist labour literacy advocates with monthly expense reports; and

Perform other office administration duties as required.

Terms of Employment:

February, 2010 to June, 2011. (For the month of February 2010 only the terms of employment will be 48 hours.)

24 hours per month.

\$26.41 per hour.

The successful candidate may be hired or released on union leave (booked-off) for the required hours.

Deadline for résumés: February 19, 2010. Please provide at least 3 references with your résumé. Send by email to: lwentzel@nsfleducate.ca or mail to: 3700 Kempt Rd., Suite 250, Halifax, N.S., B3K 4X8

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