

Job Title: Labour Relations Coordinator

**Purpose:**

The Labour Relations Coordinator plays a pivotal role in the [Enough Already \(EA\) Saskatchewan](#) initiative, which aims to prevent and address sexual harassment in Saskatchewan workplaces. The Coordinator will provide expertise on employment standards as it relates to sexual violence and harassment in the workplace. They will facilitate employer engagement to the issue and provide support in the development, interpretation and the implementation of anti-harassment policies in Saskatchewan workplaces. Additionally, the Coordinator will assist in evaluating program effectiveness and sustainability.

**Salary range:** \$54,600 - \$58,500 based on experience and qualifications.

**Hours of work:** Full-time at 37.5 hours per week.

**Term:** 10 months with the possibility of extension.

All employment related costs for mileage, meals, incidentals, and accommodation associated to the program will be paid for by SASS. You will receive 1.25 days vacation and sick pay per month. Employee health and dental benefits are included. Employer contribution to CPP, EI, and WCB is paid and a T4 will be issued yearly.

**Duties and Responsibilities:**

Collaborate with the program team to establish and maintain effective project management processes.

Engage with employers to raise awareness and promote the adoption of trauma-informed, anti-harassment policies and procedures.

Provide support to employers, employees, human resources professionals in reviewing and implementing policies related to sexual harassment prevention and response.

Conduct outreach activities with key industries, stakeholders, and communities to facilitate education and training sessions on workplace sexual harassment and bystander intervention.

Assist in the development and delivery of customizable workshops and training sessions for targeted audiences.

Contribute to the planning and organization of conferences aimed at knowledge sharing and networking opportunities among stakeholders.

Assist in the development of an evaluation framework to assess program effectiveness and contribute to fund development and sustainability planning.

Ensure timely reporting and effective project administration, including budget adherence and submission of required reports.

**Qualifications:**

Bachelor's degree in human resources, labour relations, or a related field.

Experience working in labour relations, human resources, or a related field, preferably in the context of sexual harassment prevention and response.

Knowledge of relevant legislation, policies, and best practices related to workplace sexual harassment and interpersonal violence.

Strong interpersonal and communication skills, with the ability to engage effectively with employers, stakeholders, and community members.

Excellent organizational skills and attention to detail, with the ability to manage multiple tasks and deadlines.

Ability to work independently as well as part of a team in a fast-paced environment.

Experience in project management and evaluation is an asset.

Experience working within the gender-based violence sector is an asset but not required.

**Skills and Abilities:**

Strong facilitation and presentation skills.

Proficiency in Microsoft Office Suite and other relevant software applications.

Ability to analyze data and generate reports.

Flexibility and adaptability to changing project needs.

Commitment to promoting safe and respectful workplaces for all.

Note: The successful candidate will be subject to a criminal record check.

This position offers an opportunity to make a meaningful impact in preventing and addressing sexual harassment in Saskatchewan workplaces, and contribute to creating safer and more inclusive environments for all employees.

**How to apply:**

Please send a resume, cover letter, and list of 3 professional references to Kerrie Isaac at [kerrie@sassk.ca](mailto:kerrie@sassk.ca) by **April 26, 2024**.

**Starting date:** On or before May 15, 2024