

Servicing Internship for Members

REPRESENTATIVE POSITIONS

Application Deadline: [January 17, 2024](#)

WE ARE LOOKING TO BUILD our staff team with people who have the courage and commitment to help members win in the workplace and in the community.



When you work as a Representative for HEU, you are a leader advocating for better working and caring conditions in BC's health care system.

- Do you have a passion for human rights?
- Do you have experience fighting for equity and justice in the workplace?
- Do you have the skills needed to enforce and improve our collective agreements?
- Do you have leadership qualities and experience advocating for workers in a variety of situations?
- Can you build a team of members with the skills and capacity to win in the workplace and the community?
- HEU is committed to Diversity, Equity, Inclusion, and Accessibility. HEU encourages applicants to highlight their experiences fighting for equity and justice in and outside the workplace.
- HEU encourages applications from equity-seeking individuals, including Indigenous, Black, people of colour, people with disabilities, 2SLGBTQIA+, and young workers.
- HEU supports successful applicants with training, professional development, mentorship, and coaching opportunities.
- We seek applications from HEU members with activist experience to fill casual servicing internship positions at our Provincial Office and offices in Victoria, Kelowna, and Prince George.
- Acceptance into the internship program is not a guarantee of future employment.

Summary of Work

Representatives advocate for the interests of HEU members by providing a wide range of services and by promoting and implementing the union's policies and programs.

Representatives must be able to work independently and in collaboration to solve problems by showing empathy, confidence, and leadership. Representatives must be dedicated and committed to the union's goals and objectives.

Duties and Responsibilities

HEU interns begin their careers in entry-level positions. Through mentoring, education, and experience, interns move through the representative progression.

The general duties and responsibilities of an HEU Representative are generally described in the following way:

- Representatives act as spokespersons for HEU when meeting with employer representatives on a broad range of issues, including grievance settlements, classification disputes, attendance management, accommodations, and occupational health and safety.
- Representatives advise and assist locals in processing grievances as well as interpreting and ensuring compliance with HEU's collective agreement language.
- Representatives mentor local stewards and activists and promote the development of effective steward networks.
- Representatives facilitate and assist locals in mobilizing and organizing members on key issues at the local level, including enforcement of the collective agreement, bargaining demands, health and safety, HEU or CUPE campaigns, broader labour movement campaigns, or political campaigns.
- Representatives must demonstrate a commitment to understanding and addressing all forms of discrimination protected under the *BC Human Rights Code*, including anti-Indigenous racism, anti-Black racism, anti-Asian racism, ableism, ageism, sexism, homophobia, transphobia, and/or gender-based discrimination.
- Representatives must be committed and actively work to promote diversity, equity, inclusion, and accessibility within HEU and in working with members.
- Representatives assist local executives in establishing and maintaining effective union administration, guided by the HEU Constitution and By-Laws, and complying with HEU policies and procedures.
- Representatives facilitate workshops, courses, and other educational sessions both online and/or face-to-face.

- Representatives facilitate individual or small-group conflict resolution between activists and the locals.
- Representatives work to implement all policies and programs as approved by the HEU Secretary-Business Manager and HEU Provincial Executive.
- As representatives move through the representative progression, they take on additional responsibilities.
- Work is performed under the supervision of a director of membership services.
- The ability to travel throughout BC is required, and a valid driver's license is necessary.

Selection Process

Those interested in applying must email JobApplication@heu.org and request an application form.

Applications must be returned by noon on Wednesday, January 17, 2024.

Candidates must meet the qualification and experience criteria to be considered for participation in the selection process.

Candidates not considered for the selection process will be notified by email.

Upon request, candidates who are not selected will be provided with a review of their application.

As part of the pre-screening selection process, HEU will contact HEU staff and others with whom applicants may have worked.

To Apply

Please email JobApplication@heu.org with the subject line **Request for Internship Application 2024** no later than **January 17, 2024**.

HEU strongly encourages applicants from members of communities that are marginalized or that experience structural discrimination, including those identifying as Indigenous, workers of colour, young workers, women, workers with disabilities, and LGBTQ2S+ workers.
