






**Public Service Alliance of Canada  
Local 901**

 **Tel:** +1 (613) 533-6000 ext. 77010  
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 **Queen's University**  
Robert Sutherland Hall, Room 547  
138 Union Street  
Kingston, ON K7L 2P1

## **NOW HIRING:** Part-Time Member Services Coordinator

**Job Description:** Temporary, Part-time Member Services Coordinator, PSAC 901

**Position Type:** 5 months part-time (21 hr/wk at \$28.00/hr) with chance of renewal

**Hours:** 21 hours per week at 7 hours per day, 3 days per week

**Position Posted:** May 12th, 2026

**Application Deadline:** 4:00PM EST, May 20th, 2026

**Starting Date:** June 1st, 2026

**Workplace Location:** Queen's University, Kingston, Ontario

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### **Overview:**

PSAC Local 901 is seeking a Member Services Coordinator to support the operations of the union office at Queen's University. The Coordinator will be the primary point of contact for members and play a vital role in maintaining the Local's communications, records, and activities in an organized manner. This position requires excellent organizational and communication skills, attention to detail, discretion, and the ability to work collaboratively with the Local Executive and members.

### **Requirements:**

- Experience in a public facing role in a diverse environment.
- Experience with Microsoft Office Suite and Google Drive.
- Experience or familiarity with office administration and organization management is a requirement.
- Prior experience in labour and/or social justice movements or organizations is an asset.
- Incumbent must reside in Kingston, ON, and be able to work out of our on-campus office
- Hiring preference will be given to members of PSAC 901

### Key Responsibilities:

- Serve as the main point of contact at the union office, responding to inquiries in person, by phone, and via email, and directing members to the appropriate Executive Committee members or resources.
- Manage incoming and outgoing mail (Canada Post and general email accounts).
- Maintain and update the Local's event, Executive, and Committee calendars.
- Provide administrative support for Executive Officers, Stewards' Council, General Meetings, and committees, including booking rooms and equipment, preparing attendance sheets and meeting materials, and attending meetings as required (occasionally outside of regular office hours)
- Coordinate scheduling and tasks for Executive Members
- Assist members with checking out equipment, printing materials, and accessing Local campaign resources.
- Keep office spaces organized and stocked with necessary supplies.
- Maintain organized filing systems (digital and physical) and shared email accounts.
- Assist with updating member lists and organizing digital copies of contracts.
- Receive and file invoices for payment and assist in distributing payments, bursaries, and honoraria.
- Update and maintain the Standard Operating Procedures (SOP) Manual for administrative processes.
- Support hiring processes by preparing calls, scheduling interviews, and preparing employment contracts.
- Perform other administrative tasks as assigned by the Local Executive or President.



**Compensation:**

\$28/hr for 21hrs per week.

**How to Apply:**

Please send a resume and cover letter outlining your qualifications and relevant experience to **staff.psa901@gmail.com** with the subject line “Application - Position Title”.

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**Deadline to apply: May 20th, 2026, 4PM EST**

PSAC Local 901 is committed to employment equity and values diversity in the workplace. We encourage applications from members of equity-deserving groups, including but not limited to Indigenous peoples, Black and other racialized persons, persons with disabilities, women, and LGBTQ2S+ people. Candidates are encouraged to self-identify in their cover letters.