



MANITOBA NURSES UNION

INTERNAL/EXTERNAL POSTING

APPLICATION DEADLINE: Friday, October 2, 2026 @ 1600 hrs

START DATE: To Be Determined

POSITION: Education Officer

Full-Time (Monday-Friday), Term (18 months)

ACCOUNTABILITY: Director of Communications & Government Relations

QUALIFICATIONS

- Hold a Bachelor's Degree.
- Has excellent working knowledge of the advocacy role of the MNU, including working knowledge with respect to complex labour relations matters.
- Demonstrates skills in developing and delivering education programs based on the specific needs of members, with emphasis on labour advocacy as it relates to MNU's structures and priorities.
- Ability to participate in, review and disseminate education through the perspective of a unionized nurse and the MNU.
- Ability to participate in strategic planning regarding risk management to the MNU and its members.
- Ability to accurately reflect and promote, through various educational platforms and committee participation, the goals, vision and values of the MNU.
- Ability to educate and inform members in dynamic and innovative ways through the effective use of technical and virtual platforms.
- Has previous experience administering or supporting Learning Management Systems and online registration platforms, including management of participant and registration data.
- Demonstrates experience leading professional education or organizational events, including coordinating multiple priorities, venues, presenters, vendors and timelines.
- Ability to interpret and adhere to contracts with venues, vendors and external partners, identify discrepancies and confidently address issues when required.
- Demonstrates strong organizational skills and attention to detail, with the ability to manage multiple projects, work independently and meet established deadlines.
- Ability to provide responsive member service, exercise sound judgment and identify practical solutions to issues as they arise.
- Ability to effectively educate members with respect to matters of significance regarding union representation, roles and responsibilities of executive members and labour advocacy.
- Ability to work with others as a contributing part of a supportive team.
- Displays excellent verbal and written communication skills, and a comfortability with speaking in public.

DUTIES

Incumbents may perform a combination of one or all of the following duties:

Education:

- Coordinates and manages events, sessions and activities related to Manitoba Nurses Union

education programs.

- Develops course content, learning outcomes and interactive educational materials.
- Serves as lead in planning, organizing, implementing and evaluating educational events for MNU members.
- Conducts and/or coordinates delivery of selected educational events and workshops.
- Provides general educational functions and delivers information to both organized and non-organized individuals or groups of members.
- Administers and supports online education through MNU's Learning Management System and website with the use of other technical and virtual platforms.

Education Events & Program Coordination:

- Leads the coordination and delivery of educational events, including registration, venues, presenters, vendors, accommodations, AV, materials and on-site requirements.
- Manages or oversees online event registration, including event setup, attendee information, capacity, registration changes and reporting.
- Coordinates multiple event and education projects within established timelines and budgets.
- Reviews and works within venue and vendor contracts and follows up on discrepancies or service issues as required.
- Works with members, staff, presenters and external partners to answer questions, resolve issues and support effective delivery of education and events.

General:

- Participates in approved conferences, professional and educational meetings.
- Attends committee meetings as a resource person or MNU representative, as assigned.
- Speaks and presents with confidence in large and online settings on behalf of MNU.
- Works independently and as part of a supportive team while managing competing priorities and deadlines.
- Other duties as assigned.

SALARY AND BENEFITS: As per the UFCW Collective Agreement

Please forward resumes to:

Brandi Johnson
Director of Communications & Government Relations
bjohnson@manitobanurses.ca

The Manitoba Nurses Union welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.