



Coordinator, Strategic Negotiations

The BC Public School Employers' Association (BCPSEA) is seeking a Coordinator, Strategic Negotiations to support province-wide collective bargaining and labour relations initiatives in British Columbia's K–12 public education sector. Reporting to the Executive Director, Strategic Negotiations, this role supports collective bargaining and effective engagement with partner organizations through research, analysis, project coordination, reporting, and information management. As a key member of a collaborative team, the Coordinator supports both the Strategic Negotiations and Employment Data Analysis System (EDAS) functions, providing critical insights and operational support in a dynamic and fast-paced environment. This position is well suited to a highly organized professional with strong analytical skills and an interest in labour relations, collective bargaining, and the K-12 education sector.

The main responsibilities of the job are:

- Coordinating provincial collective bargaining documentation and recording minutes related to collective bargaining.
- Assisting in the research and preparation of information for bargaining.
- Assisting with comparative analysis of collective agreement language.
- Developing and maintaining databases, spreadsheets and other systems to track projects, milestones, research and action items for both bargaining and EDAS.
- Serving as the primary backup for EDAS data collection, which encompasses data intake, validation, and district follow-up.
- Coordinating meetings, training and workshops for both the Strategic Negotiations team and EDAS.
- Providing general administrative support to the Strategic Negotiations team.
- Coordinating reimbursement of committee funds.
- Updating the BCSPEA bargaining sector portal and bargaining website.

Education and experience

Qualified candidates will possess a post-secondary degree or diploma in human resources or labour relations. A CPHR designation would be an asset. Candidates should have experience working in a unionized environment, and experience in the K-12 sector and/or the public sector are key assets.

The ideal candidate will bring:

- Understanding of collective bargaining processes including familiarity with collective agreements.

- Ability to identify and assemble relevant provisions and concepts from collective agreements, Letters of Understanding, arbitration awards, regulatory and other legislative provisions.
- Knowledge of BC labour legislation.
- Understanding of HRIS or ERP systems.
- Advanced knowledge of Microsoft products and familiarity with AI agents is an asset.
- Strong aptitude for learning and applying new information systems, database technologies, and analytical tools.
- Strong coordination, project management, and problem-solving skills, with the ability to think independently and critically while working effectively under pressure with minimal supervision
- Sound judgement and tact in dealing with colleagues and external partners.
- Availability to work late hours from time to time including weekends when in collective bargaining.
- Familiarity with structures and processes relating to boards of education and school districts.

Competitive Compensation and Benefits

The normal hiring range for this position is \$79,817 - \$86,860. BCPSEA offers a competitive benefits package, including extended health and dental with immediate coverage upon starting, and a \$2,000 annual wellness allowance, as well as pension with the Municipal Pension Plan. In determining salary, BCPSEA considers many factors, including the candidate's competencies, skills and experience, as well as internal equity.

Hybrid Structure

BCPSEA offers a hybrid work schedule with the option for remote work for the majority of the work week. There will be times when in-person work is required.

Training

We offer staff regular training and support professional development opportunities. As part of our ongoing commitment to foster a safe and inclusive workplace, all staff will be provided with: Reconciliation; Diversity, Equity, and Inclusion; and Respect in the Workplace training as part of their onboarding with us.

Reconciliation

The BCPSEA office is located at 300 – 2889 East 12th Avenue in Vancouver on the traditional and unceded territory of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliwətał (Tsleil-Waututh) peoples. Our work spans across the Province of BC, which is home to thousands of First Nations, Inuit, and Métis peoples across British Columbia, each with unique traditions, history, and culture. We are committed to Reconciliation and to strong Indigenous partnerships and relationships.

Inclusivity

We are an inclusive and accessible employer. Reconciliation, Equity, Diversity, and Inclusion are embedded in our [organizational goals](#). We encourage applications from all qualified individuals,

including Indigenous, Black, people of colour, all genders, 2SLGBTQIA+, and persons with disabilities.

Accommodations are available for interviews and in the workplace. If selected for an interview, we will provide you with information on how to request accommodations.

Who are we?

BC Public School Employers' Association provides trusted sectoral leadership in collective, bargaining, labour relations, and human resources within BC's public education school sector. Through our services, support, advice, and professional learning offerings we work together with school districts, government, and our partners to ensure the success of the public education system.

BCPSEA is proud to have been recognized as a Top Employer by Flex Surveys in 2025 and 2026. We are recognized for our best-in-class performance for engaged employees, employee endorsement, great managers, workplace satisfaction, and company culture.

How to apply

We invite qualified individuals to apply online at <https://buff.ly/i7IL2e6> with a cover letter and résumé by July 30, 2026. Please indicate in your cover letter how you became aware of the job ad.