

Training and Development Specialist - Regina

Term full-time up to one year: 1 position

Location: Regina

Internal/External Posting: #2026-10

Posting Date: April 1, 2026

Closing Date: Open until filled

Pay Band: level 11 (\$48.05 to \$57.66)

**Are you dedicated to creating impact?
Inspired to teach, train, and educate others?
Join SGEU Today!**

The Saskatchewan Government and General Employees' Union (SGEU) has a rich 100-year history as a made-in-Saskatchewan labour partner. We are a membership driven union that advocates for healthy productive work environments and inclusive representation.

OUR WORKPLACE

SGEU fosters a collaborative work environment rooted in excellence, providing a range of labour relations services to over 20, 000 members across Saskatchewan. Guided by a culture of teamwork, professionalism, and accountability, we operate on the traditional territories of Treaty 4 (Regina) and Treaty 6 (Saskatoon and Prince Albert) and the homeland of the Métis nation. We are grateful for the opportunity to live and work on these lands and remain committed to advancing truth and reconciliation.

WHO YOU ARE

Candidates will have the following qualifications:

- Degree in Industrial Relations, Human Resource Management or related field. An equivalent combination of education and experience may be considered.
- Lived union experience (e.g. former steward, bargaining committee member).
- Firsthand knowledge of grievance process and negotiations.
- Proven experience in curriculum development and training facilitation.
- Understanding of adult education is considered an asset.
- Thorough understanding of a union's legal framework and environment, including statutes such as *The Saskatchewan Employment Act* and *The Saskatchewan Human Rights Code*.
- Experience working in an automated office environment using most features of Microsoft Office 365 such as: Word, Excel, Power point, Outlook, and TEAMS; as well as proficiency incorporating electronic training tools.
- Excellent written and oral communication skills, typically demonstrated presenting curriculum, facilitating instructional sessions and initiating stakeholder engagement opportunities.
- Exceptional analytical, organizational, and problem-solving abilities with a keen ability to prioritize multiple simultaneous projects.

Candidates will have the following primary duties and the knowledge, skills and abilities to complete them:

- Demonstrated experience with curriculum development creating, updating, and evaluating existing and new educational courses, workshops, and training modules related to labour relations, employment law, union structures, bargaining, and other SGEU membership needs.
- Experience leading facilitation for in-person and virtual learning events, presenting to a variety of audiences and stakeholders within the labour movement.

- Demonstrated ability scheduling and coordinating stakeholder meetings to develop, monitor, and update training development needs and work priorities.
- Experience conducting needs assessments of SGEU’s training and educational programming to identify gaps (curriculum, delivery, audience expansion, tools) and proactively adjusts programming to fulfill education needs.
- Proven record liaising with subject matter experts and internal departments to coordinate concentrated focus on emerging trends and learning events required to meet those needs.
- Comprehensive experience designing all aspects of educational course material such as session content, study materials, and some aspects of course marketing.
- Ability to work independently, plan, and organize multiple responsibilities and projects to meet deadlines.
- Demonstrated experience event planning workshops, seminars, and multi-day conferences.
- Ability to facilitate and instruct at labour schools and other training and/or policy events sponsored by SGEU and the labour movement.

OUR BENEFITS

- Competitive salaries
- Earned days off
- Dental care benefits
- Vision care benefits
- Extended health care benefits
- \$500/year, Health Spending Account
- Pension plan (10% employer funded, 8% employee funded)
- Long-Term Disability coverage
- Continued education and professional development

HOURS OF WORK

This position will be headquartered in Regina, Saskatchewan. The standard hours of work for this position, designated as Office Employee, are five (5) days one week and four (4) days the next, within SGEU’s hours of operation from 8:00 am to 5:00 pm.

OUR COMMITMENT TO DIVERSITY

SGEU is committed to the full participation of diversity groups. These groups include all equity groups recognized by the Saskatchewan Human Rights Commission: Indigenous Peoples, Members of Visible Minority Groups, Racialized Groups, Persons with Disabilities and Women in Under-Represented Roles, as well as LGBTQ2s+ persons and Newcomers to Saskatchewan.

HOW TO APPLY

If this role and SGEU sound like an exciting fit for you, we invite you to apply! Candidates must be eligible to work in Canada. Required work permits or other authorizations which may be required are the sole responsibility of the candidates applying. Candidates are asked to provide a cover letter and résumé detailing specific experience as it relates to this competition to recruitment@sgeu.org

***Only candidates selected for an Interview will be contacted.
USW Local 9841 qualified candidates will be given first consideration.***