

**GREATER LANSING LABOR COUNCIL AFL-CIO/UAW CAP COUNCIL
JOB ANNOUNCEMENT**

TO: Local Union Officer and Delegates

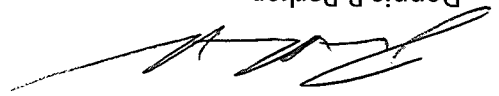
FROM: Greater Lansing Labor Council/UAW CAP Council

The Greater Lansing Labor Council and UAW CAP Council is seeking qualified applicants for the position of AFL-CIO Community Services Liaison with the United Way of South Central Michigan. The selection will be made according to the national AFL-CIO guidelines. A labor council selection committee will review applications and conduct interviews. The starting salary range for this position is \$40K to \$50K.

Enclosed are copies of the job description, job posting. Please share this information with your members.

The job applicant should provide a current resume and letters of recommendation with the application. To be considered, applications must be postmarked by close of business August 4, 2022. Return applications to your Local Union Hall.

Thank you,



Dennis R Parker

Position Description

Description: AFL-CIO Community Services Liaison
Reports to: UW CEO or designee & LC President
Status: Full Time/Exempt

POSITION SUMMARY

The Community Services Liaison is a member of the United Way resource development that will work cross-functionally to ensure the success of the campaign and the impact on the community it serves. This position is specifically focused on promoting United Way contributions from union members, helping to recruit union volunteers for United Way activities and facilitating community services in Clinton, Ingham, and Eaton counties.

KEY RESPONSIBILITIES/ESSENTIAL DUTIES OF POSITION

- Working with resource development staff members, the Community Service Liaison will manage workplace campaigns efforts directed at employees of unionized work sites, will make his/her work for the United Way campaign activities priority over all other work or services performed on behalf of United Way and shall be accountable to United Way in terms of reporting requirements, attending United Way meetings, setting goals, and work plans.
- Implement the AFL-CIO Community Services Program including aiding workers and their families; providing service to the community; building union and volunteer capacity for the Labor Council; improving support systems, public and private, for workers and their families so they are better served; improving the social and economic conditions of working families to reduce their need for services and assistance.
- Develop and implement volunteer recruitment strategies that enable UW and the CLC to achieve community goals of interest.
- Develop and deliver training for union members, community partners and United Way staff.
- Increase labor support for the United Way campaign at unionized work sites, labor unions and with union leadership.
- Cultivate and foster the AFL-CIO/United Way partnership to advance mutual impact goals and collaborate on jointly developed programs that benefit the local community.
- Fulfill AFL-CIO administrative responsibilities:
 - Complete the annual joint work plan based on the national AFL-CIO model which was developed by the United Way in agreement with the Labor Council.
 - Attend appropriate AFL-CIO and United Way meetings and conferences, make monthly reports to the Labor Council and reports as requested to the United Way and the AFL-CIO Community Services Regional Director.

JOB REQUIREMENTS:

- Labor requirements
- Demonstrated knowledge of the community and demonstrated ability working with a broad array of organizations, building unity among diverse groups and facilitating meetings.

The successful candidate will have most or all of the following attributes:

- Ability to communicate and interact with colleagues, volunteers, stakeholders, partners and the public in a helpful and supportive manner
- Ability to multi-task, work in a fast-paced environment, and meet deadlines with frequent interruptions; Ability to be flexible and efficient and yet meet deadlines
- Ability to work independently with minimal supervision
- Demonstrated success in facilitating groups
- Experience in successfully working with a diverse customer base
- Must be committed to ensuring strict confidentiality and records maintenance
- Proven work experience demonstrating excellent interpersonal communication skills and managing issues and crisis calmly
- Skilled at building interpersonal relationships to work effectively as part of a team and to manage volunteers
- Familiarity with or willingness to learn desktop and laptop computers to enter and retrieve data using various software packages
- Proven knowledge of word processing (storage and retrieval), Microsoft Office products and Outlook, PC hardware and software

My signature below indicates I have read and understand this job description and the workplace competencies.

Employee Signature

Date

President's Signature

Date