

## United Way of Champaign County Job Description - Overview

- Job Title:** AFL-CIO Community Services Liaison
- Accountability:** Reports to AFL-CIO Central Labor Council and UWCC as outlined in Article II.
- Responsibility:** To serve as liaison between the AFL-CIO Central Labor Council and UWCC, consistent with the AFL-CIO Community Services Policy and subject to all personnel and policy procedures of UWCC.

### KEY RESPONSIBILITY AREAS

- Implement the AFL-CIO Community Services core program:
  - A. Union counselor training
  - B. Emergency assistance/dislocated workers program
  - C. Information and referral, and
  - D. Retiree and older worker programs
- Increase labor participation in the United Way campaign
- Cultivate and celebrate AFL-CIO/United Way partnerships
  - A. Record and publicly release labor's volunteer involvement in the community and labor's participating in the annual United Way campaign.
- Carry out special AFL-CIO community services projects
- Expand labor's involvement with service to the community
- Attend appropriate AFL-CIO and United Way functions
- Expand labor's knowledge and use of community resources
- Fulfill administrative responsibilities:
  1. Develop, in consultation with the President & CEO of UWCC, the President of the Central Labor Council and the Chair(s) of the Community Services Committee, an annual work-plan in line with the National AFL-CIO model.
  2. Prepare reports as requested by the AFL-CIO (national and local) and UWCC.
  3. Support all United Way Workplace Campaigns that have a Labor workforce.

## **CORE COMPETENCIES AND ATTRIBUTES DESIRED**

- Mission-focused
- Relationship-oriented and outgoing
- Organized and able to prioritize tasks
- Collaborator
- Maintains confidentiality
- Strong sense of humor, teamwork, and loyalty to the organization
- Integrity, honesty and high ethical standards in all professional performance and behavior

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Fully proficient with MS Office, including Word, Excel, PowerPoint, Outlook.
- Valid Driver's License, automobile insurance, and reliable transportation required.
- Ability to work with Customer Relationship Management (CRM) software with training

## **PHYSICAL REQUIREMENTS**

- Work is primarily performed indoors, within an open office setting with a moderate noise level and occasional exposure to scents.
- Frequently required to sit/stand at computer in a stationary position.
- Frequently operates a computer and other office productivity equipment, such as copy machine, printer, phone, and fax machine.
- Frequently required to move about inside the office for meetings, access to information, office equipment, etc.
- Frequently required to travel locally for meetings that occur in other office settings.

## **HOW TO APPLY**

Submit a resume and cover letter to [LiveUnited@UnitedWayChampaign.org](mailto:LiveUnited@UnitedWayChampaign.org) by 5:00pm March 17, 2025.