

# UNITED WAY OF GREATER LAFAYETTE

## LABOR LIAISON - ENGAGEMENT ASSOCIATE

**Reports to:** Director of Engagement

**FT/PT:** Full-time **Fair Labor Standards Act (FLSA):** E

**Send resume and cover letter to:** [awood@uw.lafayette.in.us](mailto:awood@uw.lafayette.in.us)

### Position Overview:

**The Labor Liaison/Engagement Associate will be the lead staff in fostering positive relationships with labor union leaders and members, will provide support for our Volunteer Center as it relates to labor and other potential volunteer groups, and will provide support for our Resource Development work as it relates to labor and other appropriate organizations as assigned.**

### Essential Job Functions

#### Labor Liaison

- Provide staff leadership for the Labor Engagement Council (LEC). Working with LEC Chair to grow the participation and impact of this group as it relates to connecting with organized labor, informing United Way's work about the needs of working people, increasing volunteerism and fundraising. Staff all events planned by the LEC.
- Attend various monthly union meetings representing United Way of Greater Lafayette. Maintain accurate records of union meetings, leadership and community activities.
- Establish and maintain dialogue between United Way of Greater Lafayette and local union leaders and membership
- Develop union leadership channel for United Way committee and Board Membership as well as leadership roles at other non-profits in the community.
- Lead Staff in the management of the Peer Union Counseling program. This includes developing the curriculum, recruiting participants and establishing program logistics.
- Assist community efforts around labor union events (i.e. Labor Day Picnic) representing United Way of Greater Lafayette.
- Provide Resource and Referral assistance to union members and other community individuals as needed.

#### Resource Development

- Recruit and support volunteers that lead the Contractors and Building Trades division. Ensure union participation in the Campaign Cabinet each year.
- Create and distribute (with support from PR and Marketing Associate) the annual solicitation letter for local unions and related groups and individuals.
- Identify, cultivate and develop Organizational and Individual Donors within assigned divisions (Contractors and Building Trades, unionized manufacturing plants and potentially Public Service and Non-profit divisions)
- Maintain accurate Donor database and determine strategic contact cycles
- Provide Organizations and Donors with education, training, support and campaign materials
- Facilitate Individual Donor and Organizational awards and recognition as appropriate
- Inspire and educate constituents, donors and volunteers about the work of United Way of Greater Lafayette in small and large groups, meetings, events and trainings. (i.e.; Public Speaking required)

#### Volunteer Center

- Assist Director of Engagement in cultivating Month of Caring and Day of Action projects, organize and execute projects as needed. This includes the Annual Letter Carriers Food Drive
- Work with local non-profit organizations to keep the Volunteer Center webpage and portal current with news stories, special features, event listing, volunteer highlights, and volunteer opportunities. Work with marketing department with promoting throughout the year via newsletter, social media, etc.
- Assist Administrative Associate in Publicizing volunteer activities and opportunities weekly via Email to a growing list of over 3200.
- Work with impact department in preparation and maintenance of volunteer portal in relation to our impact programs, i.e. Read to Succeed, Kindergarten Camp, VITA, etc.
- Assist Director of Engagement with annual volunteer recognition luncheon, peer counseling course & banquet in organization and execution of the events held in first quarter of the year.

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### Non-essential Job Functions

- Administrative functions related to position
- Assist with cross - organization projects as needed
- Salesforce Experience and knowledge
- Other duties as assigned

### Requirements

- Membership in a local Union that supports United Way of Greater Lafayette
- 5 to 10 years of local work experience preferred
- Excellent written and oral communication skills including confidence in public speaking
- Strong attention to detail
- Excellent time management skills
- Excellent meeting management skills
- Ability to learn through hands on observation and able to work autonomously with a high degree of flexibility.
- Comfortable working with diverse groups through a basic knowledge of office and telephone etiquette, and customer service skills.
- Demonstrated ability to work on computer with Microsoft Office Products (Excel, Word, Outlook, Power Point and Publisher) and Google Docs. Ability to learn and utilize Salesforce, Galaxy Digital-volunteer portal and other donor database software
- Able to travel within territory to meet with donors as needed with reliable transportation
- Ability to professionally represent Agency at outside related functions/meetings.
- Fundraising experience is preferred
- Blog and website maintenance experience is preferred.

### Other Skills/Abilities

- Hard worker, ethical, organized, team player
- Possess a valid driver's license and insured motor vehicle
- Successfully complete a criminal background check

**NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.**

8/14/19



United Way  
of Greater Lafayette