



UNITED WAY OF GREATER LOS ANGELES

Position Summary

LIAISON – AFL-CIO Community Services

Reports to: **Director - AFL-CIO
Community Services**

Department: **Operations**

Classification: **Regular Full Time**

FLSA: **Exempt**

The United Way of Greater Los Angeles and the Los Angeles County Federation of Labor relationship extends over 50 years. Both share common goals, one is to improve the lives of families throughout Greater Los Angeles Area. This position serves as a liaison between the United Way, Los Angeles County Federation of Labor and Community.

Position Summary:

Under the general direction and guidance of the AFL-CIO Community Services Director, the Liaison will be responsible for the coordination and management of all aspects of the AFL-CIO and United Way and community partnership.

Essential Duties and Responsibilities:

- Increase labor's support of Union Way campaigns
- Build local unions' capacity for Central Labor council
- Cultivate AFL-CIO/United Way and community partnerships
- Improve the support systems (public and private) for workers and their families
- Provide service to the community
- Fulfill administrative duties
- Prepare and analyze client statistical reports: chart spending patterns and develop program procedures
- Assist clients with casework
- Maintain Foodbank
- Help improve social economic conditions of working families to reduce their need for services and assistance

Job Qualifications:

- Education: Bachelor's degree in a relevant discipline required.
- Experience: A minimum of 3 years of relevant work experience requiring knowledge of organized labor, with a basic understanding of the local labor movement and its common allies
- Knowledge of local voluntary sector
- Understanding of the local United Way system
- Organization, mobilization, communication and administrative skills



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- Proficiency in MS Word, Graphics, Excel, and Access
- Bi-lingual preferred
- Valid Driver's license and reliable transportation.
- Able to lift 50 lbs.

If interested, please send your resume to jobs@unitedwayla.org or fax to (213) 808-6484.

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