

**United Way of Washtenaw County
Position Description**

Description: AFL-CIO Community Services Liaison (CSL)

Reports to: UWWC CEO

Status: Full Time/Exempt

UWA Position Code: 703

Part I: Description of Position

As a Mission Driven, Community Impact United Way, every employee in the organization is responsible to focus on mobilizing human and financial resources to help individuals and families build better lives and a stronger community. The Community Service Liaison's responsibilities are to help promote United Way contributions from union members, to help recruit union volunteers for United Way and to facilitate community services in Washtenaw County. As a full time employee the CSL works with the Resource Development department and is a direct report to the CEO.

ESSENTIAL DUTIES and RESPONSIBILITIES

- The Community Service Liaison makes his/her fundraising work for the United Way campaign a 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 providing assistance to workers and their families; providing service to the community; 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.
- Increase labor support for the United Way campaign as donors and volunteers.
- Cultivate AFL-CIO United Way partnerships.
- Fulfill AFL-CIO 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.

Part II: Scope

Direction of Others:

Volunteers

Complexity:

- Ability to work independently with minimal supervision.
- Moderate level of analytical skills.
- High level of attention to detail.
- Moderate level of independent thinking and judgment.
- Moderate level of decision making.

Part III: Qualifications

The CSL shall be a United Way employee, selected by the AFL-CIO in accordance with the AFL-CIO selection process, and final decision and acceptance made by United Way.

Part IV: Working Conditions

- Ability to transport 25 pounds.
- Current driver's license.
- Acceptance of work outside of normal business hours.
- Ability to be flexible and efficient, yet meet deadlines.

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

Employee Signature

Date

CEO Signature

Date