



## AFL-CIO Liaison

**United Way of Greater Richmond & Petersburg seeks a community-focused individual who** will work to increase labor support for UWGRP campaigns; assist active and retired union members in attaining human services; and promote, guide or implement community service programs to aid working families. This position will also interact with internal and external customers, including community leaders, and will handle critical and confidential details.

**Job duties will include:** Coordinating fundraising for United Way by assisting with strategic planning for existing and new labor campaigns and by identifying labor leaders to drive campaigns; assisting in staffing Campaign Committee with a labor representative; securing endorsements from local unions for campaigns; helping to recruit and manage Loaned Executive for labor. In a collaborative work environment, supporting other Resource Development staff with their campaigns where labor is present. Maintaining relationship with labor affiliates and organizations; continuing association with VAC VOAD. Coordinating community events, such as SMOR (Symphony Musicians of Richmond), Holiday Hope, NALC (National Association of Letter Carriers) Food Drive, etc. Attending union and community events to build relationships and raise profile with unions and community groups, to include membership meetings, social gatherings, etc., often on evenings and weekends. Encouraging labor representation at United Way functions and events. Promoting community involvement through community projects and volunteer activities endorsed by Central Labor Council and aligned with United Way's community agenda. Serving on/assisting with: Capital Area Workforce Board/QA Committee, Crater Area Workforce Investment Board, and Virginia Rapid Response Team. Participating in recognition strategies and events. Providing updates to UWGRP staff/CEO on a regular basis and as needed; providing relevant and informational quarterly updates to UWGRP Marketing for Union page on UWGRP website. Providing information/referral/education to community members on services available. Assisting labor affiliates in times of trouble (layoffs, strikes, etc.) with assistance to members. Conducting one Union Community Activist Network (UCAN) training/year. Assisting the officers of the Central Labor Council as needed. Providing labor orientation for new UWGRP employees.

**Qualifications:** High school diploma or general education degree required; Bachelor's degree from a four-year college or university preferred. Union membership preferred. Ideal candidate will have excellent verbal and written skills; knowledge of MS Office, including Word, Excel, PowerPoint and Outlook; excellent interpersonal skills; consultative skills, including ability to effectively access key stakeholder and donor needs and create innovative solutions to meet those needs; and availability on a consistent basis outside normal office hours of weekdays, 8:30 a.m. to 5:00 p.m. Must have valid Driver's License and consistent access to a reliable vehicle.

**Position open until filled. Please send cover letter, resume, and salary requirement to:**

Richard Hatch  
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