

# Join our Team



## Manager, Labour Community Services

The United Way of KFLA, in partnership with Kingston & District Labour Council, are looking for the following **Full-Time Permanent** position to work with a staff team in a dynamic, growing environment.



The Manager, Labour Community Services grows the partnership between organized Labour and the United Way by supporting Labour activities to promote volunteerism within the Labour movement, deliver the Labour Advocacy program and increase fundraising within local unions.

### United Way KFL&A is looking for:

- Union training, or an equivalent amount of education and experience.
- Minimum Five (5) to ten (10) years recent experience within the local Labour movement, preferably on the executive of a local bargaining unit.
- Must be a member or retiree of a union.
- Experience working with Microsoft programs (Word, Excel, Outlook) and website maintenance is a requirement; experience with social media and Customer Relationship Management software is an asset.
- Knowledge of organized Labour and United Way structure
- Work and leadership style that embraces mediation, dispute resolution, facilitation, collaboration and teamwork
- Willingness to work flexible hours, including evenings and weekends to meet deadlines (some travel required).
- Access to adequate transportation is essential

To learn more about this role, visit [www.unitedwaykfla.ca/careers/](http://www.unitedwaykfla.ca/careers/)

Please send resume and cover letter as one document in .pdf, or .docx format to: [hrprojects@unitedwaykfla.ca](mailto:hrprojects@unitedwaykfla.ca). Please indicate 'Manager, Labour Community Services' in the subject line

All applications are due by **4:00 PM on January 14, 2022** (or until filled).

**Salary Range:** \$53,391 to \$66,739 (Level 4)

**Hours:** 37.5 hours per week, Monday – Friday 8:30am – 4:30pm

*This position reports in-person to work.*

*The United Way is committed to employment equity, diversity and welcomes applications from people of all backgrounds, reflecting the diversity of Canadian society*

*Should you require accommodation to participate in the selection process please contact Nikki Lance, Corporate Services Officer, [hrprojects@unitedwaykfla.ca](mailto:hrprojects@unitedwaykfla.ca).*