

# Join our Team



## Manager, Labour Community Services

The United Way 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 supports, maintains, and grows the partnership between organized labour and the United Way KFLA.

The position works closely with the Community Impact staff team to coordinate and support collection drives and community initiatives such as Tampon Tuesday, backpack program and local coat and donation drives.

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

- Certificate or diploma from a recognized college, or an equivalent amount of education and experience
- Labour educational courses from the CLC or any recognized Union
- 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.
- Non-traditional hours are required 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 November 24, 2023** (or until filled).

**Salary Range:** \$54,726 to \$68,407 (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 Marysabel Montilla, Director Administration, [mmontilla@unitedwaykfla.ca](mailto:mmontilla@unitedwaykfla.ca).*