

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:

- Minimum of two years' experience within the local labour movement (e.g. elected, appointed or staff officer of a labour organization).
- Knowledge of and experience operating within the structures and decision-making processes of local unions and central labour bodies.
- Experience with United Way or community agencies and organizations
- Previous experience supporting and working with volunteers and committees
- Background in training, facilitation or education
- Sound computer skills including: word processing, spreadsheets, email / internet, database and / or fundraising software, website maintenance, social media
- Access to adequate transportation is essential

To learn more about this role, visit www.unitedwaykfla.ca/careers/

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

All applications are due by **4:00 PM on July 4th, 2024** (or until filled).

Salary Range: \$56,204 to \$70,254 (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.

