TITLE:	AFL-CIO Community Services Liaison	**STATUS:**	Full-Time
REPORTS TO:	Chief Development Officer	**FLSA CLASSIFICATION:**	Exempt
SUPERIVISES:	N/A	**WORK LOCATION:**	Quad Cities - In Person Position

Position Summary

United Way Quad Cities (UWQC) is a social change organization that brings the community together to create access and opportunity for everyone in the Quad Cities to succeed.

The AFL-CIO Community Services Liaison serves as the primary connection between United Way Quad Cities and the Quad City Federation of Labor (QCFL), strengthening the longstanding partnership between organized labor and United Way.

This position is responsible for building and maintaining relationships with labor unions, union members, employers, and community partners to advance shared priorities. Through fundraising, volunteer engagement, community service initiatives, and strategic collaboration, the Liaison helps mobilize the resources and collective strengths of organized labor to improve the lives of working families throughout the Quad Cities.

The ideal candidate is a collaborative, relationship-driven leader who understands the labor movement, demonstrates commitment to community service, and can translate partnerships into meaningful action and measurable results.

The position reports to the UWQC Chief Development Officer and the President of the QCFL, with responsibilities coordinated to support the shared priorities of both organizations. Specific duties and time allocation may evolve based on organizational priorities, emerging opportunities, and operational needs.

Key Responsibilities

Community Engagement & Partnership Development

- Build and maintain strong relationships with labor unions, QCFL leadership, community organizations, and strategic partners.
- Identify and develop collaborative initiatives that advance shared goals in education, income, health, and opportunity.
- Represent labor interests within UWQC departments, including Community Impact, Resource Development, and Communications.
- Develop coalitions and partnerships that address the needs of working families and underserved communities.
- Recruit, engage, and support volunteers for community impact projects and service initiatives.
- Organize and support community service opportunities, events, and labor-community initiatives.
- Connect union members and their families to available community resources and services during times of need.

- Ensure appropriate recognition and visibility of UWQC and QCFL through communications and outreach efforts.

Fundraising & Resource Development

- Develop and support Labor-Management campaigns and workplace giving initiatives.
- Analyze campaign performance and implement strategies to strengthen participation and results.
- Build relationships with unionized workplaces to expand United Way engagement.
- Recruit, train, and support fundraising volunteers.
- Develop recognition and stewardship programs that demonstrate the value of the UWQC-QCFL partnership.
- Assist with campaign planning, goal setting, tracking, and reporting.
- Participate in workplace campaigns and other fundraising activities as assigned.

Competencies for All Employees

- Mission Focused
- Relationship Oriented
- Collaborative
- Results Driven
- Brand Stewardship

Education & Qualifications

Required Education

- High school diploma or equivalent.

Experience & Skills

- Membership in good standing with an AFL-CIO affiliated union or willingness to join a union will be required.
- Demonstrated experience in organizing, volunteer recruitment, leadership development, and member engagement.
- Strong relationship-building, coalition-building, and community engagement skills.
- Proven ability to develop and implement work plans, training programs, fundraising events & initiatives, and community partnerships.
- Strong clerical, organizational, project management, and time management skills.
- Excellent written, verbal, public speaking, and presentation skills.
- Ability to navigate complex political and community relationships with professionalism and diplomacy.
- Strong problem-solving and strategic-thinking abilities.
- Proficiency in Microsoft Office Suite, ADOBE, & some type of graphic design & visual content creation platform.
- Valid driver's license, reliable transportation, and automobile insurance required.

Preferred Experience

- Knowledge of AFL-CIO structures and the dynamics of local labor movements
- Familiarity with the United Way system.