



**Coordinator of Labour Programs and Services**  
**United Way Niagara**

TYPE OF POSITION: Full Time, permanent  
REPORTS TO: CEO

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United Way Niagara is currently seeking a Coordinator of Labour Programs and Services. United Way and the Canadian Labour Congress have been partners since 1988 – working together to strengthen communities across Canada. The partnership developed around a common interest: ensuring that workers and working families have the support they need to succeed.

**About United Way:** United Way works to tackle some of the biggest social issues in Niagara. United Way invests in solutions to poverty, food security, mental health & well-being, empowering youth & families, homelessness, domestic violence & social isolation.

**About the position:** The Coordinator of Labour Programs and Services facilitates work between Niagara Regional Labour Council, Canadian Labour Congress-affiliated unions, United Way and community organizations with the goal of building stronger and healthier communities.

The work includes developing and implementing joint community events and initiatives, assisting union members and their families become active community participants and developing, providing and managing Labour Community Advocate training and networks. The position also plays an important part in working with unions and union members during the annual campaign and provides a voice for the Labour movement in United Way's work.

This is a full-time position reporting to the CEO of United Way on an administrative basis, with joint program responsibility to United Way, Canadian Labour Congress and Niagara Regional Labour Council. The Coordinator of Labour Programs and Services also works with other Labour Program staff across Canada in delivering a nationally-coordinated program.

**Qualifications**

- Experience in the Labour movement is essential.
- Knowledge of, and experience operating within, the structures and decision-making processes of labour bodies affiliated with the Canadian Labour Congress.
- Experience with adult education and facilitation
- Experience with United Way and community organizations.
- Strong interpersonal skills, problem-solving abilities and creative thinking

- Fundamental computer skills, good writing and verbal communication skills and strong organizational skills
- Ability to balance and respond to different requests and requirements.

**How to Apply:** Please submit your resume by **4:30 pm on March 8, 2024** to Frances Hallworth, CEO at [frances@unitedwayniagara.org](mailto:frances@unitedwayniagara.org). Please ensure you receive an email confirming your resume has been received. Please note that only those selected for an interview will be contacted.

United Way Niagara, the Canadian Labour Congress and the Niagara Regional Labour Council are committed to employment equity and are actively seeking to ensure a workforce representative of our community.

We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, [support@unitedwayniagara.org](mailto:support@unitedwayniagara.org).

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), individuals requiring accommodation during the application/recruitment process should advise the interviewer so that arrangements can be made. All personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act.