

# United Labor Agency of Northern New Jersey, AFL-CIO Community Services

## Immediate Opening: Program Director

### Organization and Position Description:

The United Labor Agency of Northern New Jersey (ULA) is seeking qualified candidates for a temporary, part-time Program Director for a one-year position with the possibility to renew. The Program Director will be primarily responsible for implementing our Union Community Activist Network (UCAN) training and mobilization program as well as assisting in the Agency's fundraising efforts including coordination of our Annual Philip J. McLewin Community Services Awards Breakfast. In addition, the Program Director may help develop new programs and resources for the Agency in accordance with the key elements of the AFL-CIO Community Services Program.

Founded by the Bergen County Central Trades and Labor Council, AFL-CIO in 1981, the United Labor Agency (ULA) of Northern New Jersey has worked to improve the lives of workers and their families by meeting their human and social service needs and to empower workers to make their communities better, more responsive places to live and work. The ULA is a union-sponsored community service program and part of a nation-wide community service network established by the American Federation of Labor – Congress of Industrial Organizations (AFL-CIO).

### Key elements of the AFL-CIO Community Services Program:

- Improve support systems for workers and their families
- Provide services for workers and their families
- Provide services to the community
- Improve the social and economic conditions of working families
- Build local unions and capacity for the Bergen County Central Trades and Labor Council

### Job responsibilities

- Program implementation
- Assist in Board administration and support
- Assist in fundraising planning and implementation
- Reports to Board of Trustees

### Qualifications:

- Demonstrated leadership, management and organizational capacity building skills
- Demonstrated commitment to social and economic justice
- Previous union and/or non-profit experience a plus
- Grant writing experience a plus
- Excellent organizational, writing, and communications skills
- General computer skills, MS Office (Access, Excel, Word). Website development, desktop publishing and computer networking a plus
- Self-motivated, able to handle multiple projects, adapt to change, and work independently
- Ability to work with people of different cultural and socio-economic backgrounds
- Must be available to work some evenings and weekends

### Salary and benefits:

- Negotiable, Flexible scheduling, 16-20 hours per week

**To apply:** Send cover letter, professional references and resume to Chris Whalen, United Labor Agency of Northern NJ, 205 Robin Road, Suite 206, Paramus NJ. Phone: 201-967-5953, Fax: 201-967-1547 or email [cwhalen@bergenclc.org](mailto:cwhalen@bergenclc.org).

Equal Opportunity Employer