



## **Labour Liaison Position Description**

---

### **Purpose**

**This position provides labour liaison between GrowthWorks Atlantic Venture Fund and unions in Nova Scotia.**

**The Labour Liaison is responsible for creating and maintaining effective working relationships between union workers and GW AVF.**

**The Labour Liaison will have been a delegate at a minimum of two provincial conventions and may have been a trustee with the union pension fund.**

**The Labour Liaison will be the main contact with GW AVF Representatives in the union workplace.**

### **Responsibilities**

- Co-ordinate lunch and learn meetings and/or seminars for union employees with GW AVF Representatives.
- Give presentations to union members on GW AVF.
- Assist in Payroll Savings Program.
- Co-ordinate brochure and ad distribution in union newsletters and websites
- Represent GW AVF at union trade shows and other functions
- Recruits GW AVF Representatives for union workplace
- Co-ordinate schedule and materials for union golf tournaments
- Co-ordinate contacts within the union channel for distribution of GW AVF sales materials
- Maintain calendar of union sales and marketing events
- Assemble and mail information packages
- Assemble and mail seminar packages
- Consolidate invoices to budget
- Related administrative functions

### **Desired Skills, Education and Experience**

- Proficient in Microsoft Excel, Word, PowerPoint, Outlook
- Extensive knowledge of unionized workplace
- In-depth understanding of communications channels in the unionized workplace
- Demonstrated ability to multi-task
- Excellent written and verbal communication skills
- Self-starter
- Desire to be part of an initiative which can stimulate jobs in your province

**Reports to: President & CEO GrowthWorks Atlantic Venture Fund**

**Please send cover letter and resume to Growthworks by October 31<sup>st</sup>**  
to: Carol Crow @ [careers@growthworks.ca](mailto:careers@growthworks.ca)