



## POSITION DESCRIPTION: COMMUNITY LIAISON

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**Definition:** The community-liason position on the AFSCME Local 328 executive board serves as a link between our union and the public.

### Required Duties:

- Attend monthly executive-board meetings and submit a monthly report
- Maintain relationships with other community groups (e.g., Portland Jobs with Justice, CAUSA) and activities (e.g., Good in the Hood festival, Pride parade)
- Plan at least one community-service activity per year (e.g. food banking, coat drive)
- Actively seek out opportunities for union members to participate in community events
- Notify ICC chair of events and activities for advertisement to the membership
- Check union email at least three times per week and respond to messages in a timely manner
- Participate in all email votes

### Suggested Activities:

- Organize a Labor Day event
- Coordinate with other unions, both at OHSU and within the community
- Work with Labor's Community Service
- Table at OHSU Farmers Market
- Identify volunteer opportunities and activities for union participation

### Budget Considerations:

- Flyers
- Contributions (e.g. charity walks, neighborhood events, community fundraisers)
- Labor Day event
- Mileage

**Support:** The Local 328 community liaison will receive a monthly incentive payment per the Executive Board Incentives policy.