

# UAW Employee Resource Coordinator (ERC) Representative

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## Resume Submittal Guidance

UAW Local 42

### Position Overview

UAW Local 42 is seeking a professional, dependable, and highly organized bargaining unit member in good standing to serve as an Employee Resource Coordinator (ERC) Representative. This role is essential to the effective operation of the local union and is responsible for supporting union leadership, assisting bargaining unit members, and helping maintain productive communication between the workforce, UAW representatives, and company leadership. The ERC Representative must demonstrate a strong working knowledge of the Collective Bargaining Agreement (CBA), exercise sound judgment in handling workplace concerns, and remain prepared to support both established duties and developing responsibilities as organizational needs evolve. The ideal candidate will be service-oriented, responsive, and committed to representing members with integrity, consistency, and professionalism.

Available training and subject matter expertise from the local and international UAW will be utilized as appropriate. Altering schedules to assist members on various shift patterns may be necessary at times. Maintaining communication and providing updates to the Local Union structure as appropriate is expected. This is an appointed position requiring vetting and concurrence through a Local, Regional, and International UAW process. Any supporting documentation, credentials, and relevant experiences should be provided on the resume

### Key Responsibilities

- Provide consistent administrative and operational support to locally appointed representatives and elected union officers in the performance of their duties.
- Serve as a professional liaison between bargaining unit members, company management, and the UAW Plant Chairperson to help ensure accurate communication and timely issue resolution.
- Interpret, apply, and communicate provisions of the Collective Bargaining Agreement in day-to-day workplace situations with accuracy and fairness.
- Assist in addressing employee concerns, workplace disputes, and contract-related questions by gathering relevant information and coordinating with appropriate union leadership.

- Support the implementation of union initiatives, special assignments, and other responsibilities as directed by the UAW Plant Chairperson.
- Promote collaboration, professionalism, and clear communication among union leadership in order to strengthen internal coordination and member support.
- Maintain a visible and accessible presence within the workforce by engaging with members, responding to inquiries, and helping ensure that concerns are directed through the appropriate channels.

## Qualifications

- Demonstrated strong knowledge of the Collective Bargaining Agreement and the ability to apply contract language effectively in a workplace setting.
- Excellent organizational, time-management, and leadership skills, with the ability to prioritize multiple responsibilities effectively.
- Ability to adapt to changing priorities, respond to evolving challenges, and perform effectively in a dynamic labor relations environment.
- Professional, approachable, and trustworthy presence with a demonstrated commitment to confidentiality and member support.
- Strong verbal and written communication skills, along with the interpersonal ability to work effectively with members, union leadership, and management representatives.
- Willingness to take initiative, accept new responsibilities, and contribute to the overall success of the local union organization.

## Expectations

UAW Local 42 is seeking a candidate who demonstrates sound leadership, strong union awareness, professional maturity, and a clear commitment to serving the membership. The successful candidate will be dependable, flexible, and capable of managing a wide range of responsibilities while maintaining positive working relationships across all levels of the organization. This individual should be prepared to represent the values of the union with professionalism, accountability, and a consistent focus on supporting members and strengthening the effectiveness of local leadership.