

December 2015

Job posting will close on February 29, 2016

NOTICE OF AVAILABILITY

Steelworkers Charitable and Educational Organization (Pittsburgh, PA)

The SCEO wishes to fill a Curricula Developer position in the Tony Mazzocchi Center for Health, Safety and Environmental Education.

The available position is a salaried position with a 501-C3 organization known as the Steelworkers Charitable and Educational Organization (SCEO). The Tony Mazzocchi Center for Health Safety and Environmental Education (TMC) operates within the SCEO with grant funding. The position will be located in our Pittsburgh, PA office. This position is not employment with the United Steelworkers. (USW)

If you are interested in requesting consideration for this position, please notify Michael Gill via email at mgill@uswtmc.org. Please provide a resume and short writing sample.

Job qualifications include, but are not limited to the following:

- Demonstrated ability to develop curricula (writing, revision, adaptation and print-ready production)
 - Knowledge of and experience in adult education methodology
 - Ability to perform instructor education and development programs
 - Functional knowledge of and experience with technology utilization in the classroom
 - Demonstrated ability to organize workload and develop and maintain production schedules
 - Ability to lead teams in the development of educational materials
 - Perform appropriate level of research on technical content for educational material in a timely manner
 - Work with our existing and new worker trainers (part-time employees)
 - Coordinate and organize multiple projects
 - Prepare and present appropriate reports that reflect work progress, work plans, projects and challenges
 - Review and revise projects and materials as organizational needs evolve
 - Participate in the preparation of grant proposals and reports
 - Participation in all audits and reviews of the TMC programs
 - Position reports to the Program Director
 - Curricula work product, scheduling and priorities coordinated with Principal Investigator
 - Bachelor's Degree in a related discipline (Master's degree preferred) or commensurate work experience in lieu of degree
 - Multiple language skills preferred
 - Computer software proficiency in Microsoft products and desk top publishing
 - Demonstrated proofreading skills
- Demonstrate appropriate written and verbal communication proficiency

- Ability to work as part of a team, as well as independently
- Ability to exercise discretion with confidential information
- Ability to prioritize time sensitive responsibilities

Salary range:

\$62,000 to \$75,000

Benefits include Health Insurance (dental and optical), life insurance, vacation, holidays and pension.