

**OAI Headquarters**

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## OAI JOB OPENING

**Position Title:** Associate Director, Environmental Health & Safety (EHS) Training Programs  
(Full time, exempt)  
**Department:** Business + Worker Training (BWT)  
**Reports to:** Program Director, BWT  
**Oversees:** Program Manager, Program Coordinator, EHS Instructors, contract trainers

Chicago-based OAI is conducting a national search to fill the key executive position of **Associate Director, Environmental Health & Safety (EHS) Training Programs**. The successful candidate will be a mission-driven safety professional who will play a key role in developing, implementing and overseeing OAI's nationwide OSHA and EHS-related training programs. These programs address the health & safety training needs of underrepresented workers and job seekers who are most vulnerable to workplace-related injuries and illnesses.

Founded in 1976, the mission of OAI, a premier workforce education, training, and development organization, is to offer skills training that leads to safe, meaningful employment and helps companies and communities to thrive - a mission that is grounded in a tradition of excellence in adult education. OAI personnel are dedicated to the mission and are team-oriented, diverse and dynamic.

OAI's EHS programs are funded by federal multi-year cooperative agreements with the National Institute of Environmental Health Science (NIEHS) and the Environmental Protection Agency (EPA). This position is subject to continued funding by the NIEHS, which has supported OAI since 1995.

OAI offers competitive benefits including: medical, dental, vision, life and disability insurance; 401(k) with match; and paid time off. OAI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability or genetics.

### Key areas of responsibility:

#### 1. Instructional Oversight

Refine OAI's quality control procedures and instructional guidelines and manuals to ensure that OAI's cadre of over 50 contract instructors nationwide deliver the highest quality safety training. In general, OAI training maximizes hands-on practices and

interactive student engagement. The Associate Director will conduct or supervise on-site observations of instructors, and will provide feedback and professional development guidance.

**2. Curriculum Oversight**

Work with OAI staff and contract instructors to ensure all OSHA and related health & safety-training curricula are updated, appropriate for the populations being taught, and in compliance with regulatory, grant mandates as well as best practices.

**3. Programmatic Oversight and Reporting:**

Work with BWT Director to ensure partners are conducting training, maintaining records and submitting reports in compliance with grant requirements. Assist in preparation of grant funding proposals and reports.

**4. Fiscal, Program Metrics and Data Oversight & Management:**

Work with BWT Director and Program Manager to monitor expenditures and ensure program metrics are being attained within budget. Ensure accuracy of data inputs and generate quantitative/raw data reports from OAI's Salesforce Data Management System.

**5. Partnership Management and Outreach:**

Maintain and expand relationships with strategically developed network of partner agencies, consultants, community groups, worker groups, professional associations and contract instructors.

**6. Strategic Planning:**

Keep abreast of new and evolving trends in EHS training. Work with Principal Investigator and OAI senior management to identify new areas of focus, opportunities for program expansion and identification of strategically compatible partners and new target worker and student populations.

**Required Qualifications:**

- Bachelor's degree in Safety or Safety-related field; Master's preferred.
- CSP/CIH preferred.
- Demonstrated experience in hazardous materials management or a related field with a minimum of 5 years' experience preferred.
- Experience in conducting health and safety training and managing curricula.
- Exceptional interpersonal, facilitation, organizational and communication skills required.
- Strong written/verbal skills; assertive, energetic team player.
- Excellent supervisory skills and powers of negotiation.
- This position will require Chicago-area site visits and 10-20% travel to national meetings and U.S. partner sites outside of the greater Chicago area. Must have access to automotive transportation for reimbursable local job-related travel. Valid driver's license and auto insurance required.