

Associate Director Maine Labor Group on Health

The Maine Labor Group on Health, Maine's Committee for Occupational Safety and Health (COSH) group is pleased to announce the search for an associate director.

The Labor Group was founded in 1977. Our mission is to educate Maine's working people about occupational safety and health and to function as a statewide advocate for working people within the health care system. We assist Mainers inside and outside of their workplaces, identifying common health and safety concerns and helping them develop the skills and knowledge base necessary to protect themselves and their families from health and safety hazards. The organization has trained thousands of workers and employers in the fields of hazardous materials, confined space, asbestos and lead paint over the last twenty-five years.

MLGH is a small non-profit headed by a volunteer board of directors who are committed to worker health and safety. To that end, the board is looking for an associate director to take over the day to day operations of a fast paced office. The ideal candidate will need to be self motivated with the ability to multi-task while working under limited supervision.

Required Skills and Traits:

Health and Safety Background
Organized Labor Friendly
Grant writing or fundraising skills
Experience with membership management and growth
Advocacy Orientation (healthcare or occupational health and safety)
Entrepreneurial Skills and Ideas to grow a non-profit
Previous Non-Profit (especially small non-profit) Experience whether as a board member or on Staff of the organization
Public Speaking
Willingness to do extensive in-state travel
Computer skills (word processing and data basing)

Desirable Skills and Traits:

Social Media Skills, including website updating and modifying
Occupational Safety and Health training background (particularly first aid/CPR or OSHA 10/30 hour authorized trainer in Construction or HAZWOPER/emergency response)
Past experience working with labor unions, non-profit organizations and governmental agencies
Event planning

Position Salary and Benefits:

Associate Director Position starts at up to 30 hours per week at \$17 per hour.
Benefits includes health insurance (single plan), paid vacation and sick leave as well as a flexible work schedule including work at home options.
Work performance review within 6 months.

To apply for Maine Labor Group on Health's Associate Director Position:

Submit cover letter, resume, three professional references, and a sample of writing (with emphasis on advocacy, such as a letter to a legislator or letter to the editor, or technical writing, such as letter of intent to apply for a grant or training fact sheet).

Send packet to Maine Labor Group on Health/ Search Committee/ P.O. Box 5197/ Augusta, ME 04332 or by PDF to mlgh@gwi.net subject line Associate Director Position.

Application review will start on June 15, 2016.