

## **JOB POSTING**

Date Posted:	March 2, 2022
Closing Date:	March 15, 2022
Position:	Assistant Director
Bargaining Unit:	Guild
Salary:	P-1
Department:	Occupational Safety and Health Office

## **SUMMARY**

The Assistant Director provides support to the Director to carry out the safety and health operations of the OSH office. The OSH office collaborates with UFCW Departments and Divisions to integrate workplace safety and health into the work they do with an emphasis on UFCW-growth related activities. The OSH office works with OSHA and other relevant outside agencies, as well as other labor unions, worker centers and coalitions, to advocate for UFCW worker safety and health. The OSH office provides training, education, and technical assistance for International Union staff and local union officers, staff, stewards and member activists.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Include the following. Other duties may be assigned. This list is not exhaustive and may be supplemented.**

Provides technical and strategic assistance to the Food Processing, Packing and Manufacturing Department (FPPM), Retail, Organizing and other Departments and Divisions and to local unions to address safety and health issues in these industries.

Conducts on-site audits and workplace evaluations.

Assists in organizing campaigns in all sectors.

Represents the UFCW in meetings with Federal and State agencies, including OSHA, on occupational safety and health regulatory and enforcement activities.

Assists the Director of OSH office in meetings with other labor unions and outside constituency/worker advocacy groups.

Plans and conducts training and education programs for all UFCW Departments and in all UFCW-represented industries, including FPPM, retail food, and warehousing.

Develops educational materials for use in training and education programs, including materials on safety and health topics.

Address language equity issues, including identifying language needs of local unions and members as well as workers who are not UFCW members, but work in UFCW-represented industry sectors, to disseminate training, education, and educational materials in multiple languages.

Plans and helps manage a train-the-trainer program to train local union workers/trainers who can become leaders and activists in their local unions.

Writes training and education grant proposals to obtain funding for OSH staff and training.

## **QUALIFICATIONS**

**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.**

### **Education and/or Experience**

Bachelor's or higher degree in related field and minimum of five years' safety and health education training experience required.

Knowledge of and at least five years' experience working with labor unions and other constituency/worker advocacy groups.

Knowledge of federal and state regulations and policies related to occupational safety and health.

Experience working with relevant government agencies such as OSHA, NIOSH, EPA and the U.S. Chemical Safety Board.

### **Computer/Software Skills**

A knowledge of computer concepts and computer functionality, and at least two years' work experience utilizing word processing software.

### **Communication, Analytical and Leadership Skills**

Excellent oral and written communication skills required.

Ability to effectively present information to UFCW International and local union officers, staff, and members.

Demonstrated strong technical, policy, analytical and strategic abilities and skills.

### **Other Knowledge/Skills/Abilities Required**

Must have the ability to work independently, as well as develop relationships and make independent judgments, when working with both local unions and outside constituency groups.

Experience in curriculum and materials development.

Experience in developing and delivering new methods of training including remote/web-based training.

**Other Desired Skills**

Fluency in Spanish is desirable, but not required.

**Personal Characteristics**

Commitment to, knowledge of and interest in the labor movement.

**Job Demands**

Must be able to handle multiple priorities and work projects for completion in a timely manner.

Work requires frequent travel and/or frequent irregular or unpredictable hours.

**Working Conditions**

The work is performed in a normal office environment where the noise level is usually moderate, as well as in industrial environments where noise level is above the safe level and can involve a lot of walking in wet, slippery conditions.

**Physical Demands**

This position involves, but is not limited to, written and oral communication skills, use of computer keyboard, close vision, sitting for long periods, stooping, bending and reaching.

**PROCEDURE TO APPLY FOR THE POSITION**

**To be eligible for this position, you must meet the minimum qualifications for the position and be capable of performing the essential functions of the job, with or without a reasonable accommodation. If you are interested in applying for the position, you must respond, in writing, no later than 4:00 p.m., Tuesday, March 15, 2022. Your response should include your current position, the position you are applying for, how your qualifications meet the qualifications of the job, your overall work and attendance record, and an updated résumé. To promote continuity within departments the following applies: an employee who has been in a job five months or more may apply for a vacancy, except that any employee in the Secretarial Grades may apply for a promotion in the Professional/Technical Grades at any time. This provision does not apply to new employees. New Professional/Technical employees may apply for a vacancy after six months. Any employee who applies for a position may be required to take skills tests to determine whether he/she qualifies for the new position. All employees who meet the minimum requirements for the position will be interviewed. In the event there is no qualified (Guild-represented) internal applicant for a posted position, the UFCW may fill the vacancy internally or externally. This posting is for internal use only and should not be considered an offer of a position nor a solicitation for applications from anyone other than those individuals currently employed by the UFCW. Reasonable accommodations will be provided pursuant to the Americans with Disabilities Act (ADA). 2022/09**