

**OAI Headquarters**

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## OAI JOB OPENING

- Position Title:** Director, Environmental Health & Safety (EHS) Training Programs  
*(Full time, exempt)*
- Department:** Business + Worker Training (BWT)
- Reports to:** Executive Director, OAI
- Oversees:** Associate Director, EHS Training Supervisor

Chicago-based OAI is looking for an exceptional Occupational Safety, Industrial Hygiene, or Public Health professional who wants to make a positive impact on people's lives by leading OAI's nationwide worker health & safety training programs. These programs address the needs of first responders, underrepresented workers and job seekers who are most vulnerable to workplace-related injuries and illnesses.

If this is you, keep on reading!

Founded in 1976, OAI is a small giant of a nonprofit. As a premier workforce education, training, and development organization, our mission is to offer skills training that leads to safe, meaningful employment while helping companies and communities to thrive. You will be joining a very diverse and dynamic team of professionals who are enthusiastically dedicated to our mission.

The special candidate selected to lead our nationwide EHS Training programs will be a mission-driven safety professional who will oversee the development and implementation of OAI's nationwide OSHA and EHS-related training programs. These programs are grounded in a well-established and strategically developed network of contractual partners who share a common vision and mission of protecting the safety and health of underrepresented and/or disadvantaged workers and communities.

OAI is a place that encourages innovative thinking and that values diversity, flexibility and work-life balance. Our hard-working team is supportive and collaborative and all share a common desire to help our fellow citizens live better, safer lives.

OAI's pay and benefits are generous, as are our paid holidays, and we provide a 3% 401k match. 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. Lead the organization's Environmental Health & Safety Training programs**

Since 1995, OAI's EHS programs have been continually funded by federal multi-year cooperative agreements with the National Institute of Environmental Health Science (NIEHS) and the Environmental Protection Agency (EPA). The Director will be responsible for ensuring that grant parameters are adhered to and that programmatic goals are met or exceeded based on available budgets.

### **2. Instructional Oversight**

Oversee OAI's quality control procedures and instructional guidelines 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 Director and EHS supervisor will conduct or supervise on-site or virtual observations of instructors, and will provide feedback and professional development guidance.

### **3. 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 and best practices.

### **4. Programmatic Oversight and Reporting:**

Ensure nationwide network of partners are conducting training, maintaining records and submitting reports in compliance with grant requirements. Prepare and submit grant funding proposals and reports.

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

Work with BWT Associate Director 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.

### **6. 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.

### **7. Strategic Planning:**

Keep abreast of new and evolving trends in EHS training. Work with Principal Investigator and OAI partners 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 Public Health, Safety or Safety-related field; Master's preferred.
- CSP/CIH preferred.
- Knowledge of HAZWOPER CFR 1920 and OSHA training requirements
- Demonstrated experience in hazardous materials management and/ or worker training, or a

related field with a minimum of 5 years' experience preferred.

- Experience in utilizing health and safety training curricula.
- Exceptional interpersonal, facilitation, organizational and communication skills required.
- Strong written/verbal skills; assertive, energetic team player.
- Excellent supervisory skills and powers of negotiation.
- **(Post-Coronavirus Pandemic Travel Restrictions)** This position requires 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.