

Philadelphia Area Project on Occupational Safety and Health (PhilaPOSH) Director Job Announcement and Description

Applications will be accepted beginning January 16, 2018. Start date for position flexible, beginning no sooner than April 2, 2018.

Serving as Director of the Philadelphia Area Project on Occupational Safety and Health (PhilaPOSH) is an exciting and unusual opportunity for someone with the skills, experience, and commitment needed to help build a powerful movement for social change that unites labor, and community constituencies.

Founded in 1975, PhilaPOSH is a 501(C)3 nonprofit organization of Philadelphia area labor unions, community, and non-profit organizations working together for safe, healthy and secure jobs. Through organizing, coalition-building, public policy campaigns, education, training, and technical assistance, PhilaPOSH promotes dialogue, collaboration, and joint action by workers, community members, and activists.

While its programmatic efforts are focused in southeastern PA, PhilaPOSH has long served as a national model for health and safety activism.

In 2017, PhilaPOSH released a report on the hidden problem of temporary employment in Pennsylvania, with the Sheller Center for Social Justice at Temple University School of Law. Part of the acclaimed documentary about the safety dangers of temporary work, "A Day's Work" was filmed in the PhilaPOSH offices. PhilaPOSH has the largest Worker's Memorial Day program in the US. In 2017, PA Governor Wolf spoke and addressed the 60 family members there who had lost a loved one from a traumatic and fatal workplace injury.

PhilaPOSH is an affiliate of the National Council for Occupational Safety and Health.

PhilaPOSH currently has 4 staff and numerous trainer/consultants. Our office is in Philadelphia. PhilaPOSH is supported by foundations, government agencies, contributions from key partner organizations, membership dues, donations, other grassroots fundraising, and some fee-for-service activities. Non-supervisory staff are represented by the Newspaper Guild, CWA Local 38010.

For more information about PhilaPOSH, please visit www.philaposh.org.

See attached Job Description, and instructions on submitting an application and resume to: EDSearch@philaposh.org.

Philadelphia Area Project on
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AN INJURY TO ONE IS AN INJURY TO ALL!

JOB DESCRIPTION

DIRECTOR

Summary: The Director is responsible for the overall staffing, programming, fiscal operations, and fundraising for the Organization. The Director reports to the Board of Directors and its Officers.

Duties:

- **Board:** Supports the development and strengthening of the Board, including assisting with member recruitment, strategic planning and program evaluation.
 - ✓ Assists Board Chair in planning meetings and making Committee assignments;
 - ✓ Assists in identifying, recruiting and orienting new Board members and in monitoring Board performance;
 - ✓ Responsible for carrying out the fundraising plan for annual budgets;
 - ✓ Serves as ex officio member of the Board and its administrative committees;
- **Staff:** Provides oversight and supervision of PhilaPOSH's programs, paid staff, consultants and volunteers.
 - ✓ Assists the Board Personnel Committee with the recruitment, hiring and training of all staff;
 - ✓ Works with individual program staff to develop and attain current program outcomes, prepare reports, and to develop new programs;
 - ✓ Directs staff meetings and communicates with staff either verbally or in writing regarding performance issues;
 - ✓ Serves on Management bargaining committee for CWA Local 38010 Staff contract;
- **Administration:** Supervises and directs all office and program functions.
 - ✓ Review program reports and direct staff in program planning and development;
 - ✓ Approve all vouchers for payment within limits established by the Board and oversee purchase or leasing of new equipment, including contracts, leases or purchase agreements;
 - ✓ Procure insurance to cover all liabilities as an employer and service provider;
- **Financial:** Prepares annual organizational budget for approval by the Board and oversees the disbursement of funds and fiscal management of grants.
 - ✓ Assist staff in development of annual and program budgets;

- ✓ Supervise all financial activity;
- ✓ Approve all financial reports prepared for the Board;
- ✓ Oversee all banking and cash flow procedures, and be a signee on all checks within limits established by the Board;
- ✓ Assist in the preparation of and approve all reports to outside local, state and federal agencies, including grant reports;
- ✓ Contract for annual audit by outside accounting firm;
- **Fundraising/Development:** Oversees financial development of PhilaPOSH and its programs.
 - ✓ Oversee annual campaigns and development activities to support core operating budget;
 - ✓ Working with Development Staff person, assist in writing proposals, maintain contacts with major donors, and solicit funds;
 - ✓ Prepare development plan with Board fundraising committee;
 - ✓ Correspond with all members, contributors and donors;
- **Labor Support, Community Outreach and Public Relations:** Serves as PhilaPOSH's representative and spokesperson in promotional materials, public events, and community/labor outreach.
 - ✓ Work with Board and its Committees in developing and maintaining an aggressive marketing program with media, social networking, and other methods of communication;
 - ✓ Communicate PhilaPOSH's vision and policy agenda through public appearances, rallies, labor and community events, and with the media.
 - ✓ Establish and maintain contact with current or newly elected labor leaders and city officials, and with the OSHA area and regional administrators.
 - ✓ Ability to work effectively in collaboration with diverse groups of people.
 - ✓ Ability to speak Spanish is a valuable asset.
 - ✓ Ability to travel, normally requiring valid driver's license.

Salary range beginning at \$64,000 based on experience and qualifications.

Benefits package includes vacation, sick and personal days, 401K employer contributions, and health insurance.

Candidates should send a resume, contact information for three professional references and writing samples to EDSearch@philaposh.org. Written materials, such as fundraising proposals, strategic organizational or campaign plans, and/or organizing materials intended for workers will be useful.

PhilaPOSH is an equal opportunity, affirmative action employer and applications from women, people of color, persons with disabilities, and LGBT individuals are strongly encouraged. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.