

# ***NENYCOSH - Safe Jobs for ALL***

## **Northeast New York Coalition for Occupational Safety and Health**

### **Job Announcement**

**Title: Outreach and Training Coordinator**

**Salary: \$30,000 - \$40,000 / year, commensurate with experience**

NENYCOSH is a non-profit organization that provides valuable programs for workers and employers aimed at reducing workplace injuries, illnesses, and deaths. We do this by providing training and technical assistance on a wide range of occupational health and safety topics. We at NENYCOSH believe that all workers deserve a safe job, and that most work-related injuries, illnesses, and deaths are preventable. Our work focuses on workers who are vulnerable to experiencing workplace injuries: workers in high-hazard occupations, non-unionized workers, low-wage, immigrant, refugee, youth, and temporary workers.

We are looking for a passionate and dedicated individual to join our team and make a difference in the lives of workers in the Capital Region.

The ideal individual would possess the following skills:

- Demonstrated interest in social justice issues including, but not limited to, workers rights, immigrants' rights, and environmental/occupational health
- Organized and able to manage their time effectively
- Able to work collaboratively
- Excellent interpersonal communication skills
- Excellent writing skills
- Highly motivated

#### **Responsibilities:**

- Conduct outreach to local organizations, non-profits, and unions to collaborate in offering workplace health and safety trainings to populations of vulnerable workers.
- Coordinate various aspects of the trainings, including scheduling training, securing space for the trainings, and communicating with the host organization to schedule trainings.
- Conduct evaluation of trainings with community partners and participants.
- Attend community meetings, events, and other meetings as necessary to conduct outreach and schedule trainings.
- Assist Director with development of curriculum and other training materials.
- Assist Director with delivering 2-3hr trainings to various community groups and organizations.

- Participate in regular coalition meetings that NENYCOSH is a part of.
- Participate in advocacy and campaigns relate to the scope of our mission.
- Conduct event planning as needed to assist with planning of annual Worker’s Memorial Day event.
- Manage and update the organization’s social media presence, member communications, and website.
- Attend professional development trainings and conferences, including annual National Conference on Worker Safety and Health.
- Regular local travel to meetings, trainings, and quarterly state meetings; occasional out-of-state travel to conferences and national training opportunities.

**Qualifications:**

- Bachelor’s Degree preferred.
- Minimum of 3-5 years’ experience working with low-wage workers, immigrant/refugee, youth, homeless populations, or other groups of vulnerable workers.
- Experience in making presentations and facilitating workshops.
- Ability to speak Spanish or another language representative of our worker population is preferred.

**Job Details:**

- This is currently a full-time position – 35 hours per week. However, candidates who prefer part-time work will be considered.
- Full-time pay is \$30,000 - \$40,000 per year, depending on experience.
- This position includes paid sick leave and vacation time.
- Position does not include health care insurance nor a paid pension.

**Submissions:**

Please submit a cover letter, resume, and three references to [nenycosh@gmail.com](mailto:nenycosh@gmail.com). Applications will be accepted until the position is filled.

**NENYCOSH is an Equal Opportunity Employer. We are committed to building a diverse and inclusive team. Women, people of color, and LGBTQ people are encouraged to apply. NENYCOSH is a member of the National Coalition for Occupational Safety and Health – a national network of 21 local COSH groups, worker centers, and other worker advocacy groups whose mission is to advance worker safety and health.**