Job Announcement: Worker Health & Safety Educator/Coordinator (February 2015)

OVERVIEW
UCLA-LOSH is hiring an educator/ coordinator to develop worker health and safety programs through collaboration with a variety of labor, community, labor-management and employer partners. Applicants must have experience using interactive education approaches to develop leadership skills and to support worker engagement in workplace and community H&S activities. Bilingual communication and teaching skills are strongly preferred. UCLA-LOSH is a nationally recognized program dedicated to improving workplace health and safety conditions through outreach, education, research and policy initiatives with a focus on Southern California workers: www.losh.ucla.edu

RESPONSIBILITIES
Training, Course Coordination, Training Activities
• Teach in a variety of awareness, leadership, Train the Trainer and specialized health and safety courses
• Conduct needs/resource assessment and evaluation activities; adapt course materials and activities to ensure effective programs for workers across a variety of industries and with a range of education levels and literacy skills.
• Create factsheets and curriculum activities; collaborate with LOSH staff to maintain an up to date library of materials and activities.
• Participate in planning meetings with LOSH staff and partner organizations; support innovative campaigns to improve workplace health and safety conditions with an emphasis on immigrant workers and those in low wage and high hazard jobs.

Outreach, Communication, Administration, Reporting
• Coordinate with LOSH staff, partners and government agencies to expand outreach and education programs to meet the needs of a diverse workforce and diverse industries in the region.
• Assist with technical assistance and other capacity-building activities to strengthen and expand programs in Southern California.
• Work with LOSH staff to maintain streamlined registration, data reporting and evaluation systems.
• Write and submit periodic reports required by UCLA-LOSH and funding agencies; assist with grant proposals.

SKILLS, KNOWLEDGE & EXPERIENCE
• Excellent organizational, communication and teamwork skills.
• Experience training workers and creating interactive educational materials/training activities.
• Experience conducting interviews, focus groups, and/or worksite assessments. Experience with worker surveys preferred.
• Knowledge of occupational health and safety topics and/or workers’ rights.
• Master’s degree in public health or education or equivalent experience.
• Familiarity with labor, community groups, government agencies and/or industries in Southern California preferred.
• Ability to use Windows-based software such as Microsoft Word and PowerPoint required.
• Bilingual communication/education skills strongly preferred; Spanish language skills a plus.

Salary commensurate with experience, job skills and education. Full benefits provided. Valid California driver’s license and access to a reliable car. Position will remain open until a qualified candidate is identified.

HOW TO APPLY: Submit a cover letter and resume to:
Linda Delp, PhD, MPH, UCLA-LOSH Director: ldelp@ucla.edu and to Karen Murray: kmurray@irle.ucla.edu Phone: 310 794 5964

UCLA-LOSH is an equal opportunity employer that does not discriminate on the basis of race, gender, nationality, ethnicity, sexual orientation, or any other prohibited category. We strongly encourage women, people of color, and all qualified persons to apply for this position.