Job Announcement: Assistant Director of Program Administration (February 2015)

OVERVIEW
The UCLA Labor Occupational Safety & Health Program (LOSH) is hiring an Assistant Director to oversee administration, fundraising and organizational development, outreach, and communication across projects. 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. LOSH is also the lead organization of the NIEHS-funded Western Region Universities HazMat Training Consortium (WRUC). The Assistant Director will strengthen existing programs and support expanded program development throughout Southern California and the Western Region: www.losh.ucla.edu Position can be full or part-time.

RESPONSIBILITIES
Administration, Fundraising and Organizational Development
- Supervise administrative team; oversee all aspects of office administration
- Work with LOSH director and staff to identify sources of funding, develop grant proposals and contracts, write progress reports
- Advise LOSH director on staffing needs to meet program, administrative and grant requirements; assist with recruitment, hiring and orientation of new staff
- Identify professional development opportunities, develop and oversee organization-wide work plans, strategic planning meetings and retreats
- Assist with convening Southern California advisory committee and Western Region Consortium meetings

Outreach and Communication
- Oversee LOSH communication across projects – website, facebook, newsletter, outreach and response to media
- Work with administrative staff to develop and maintain streamlined outreach/mailing lists for LOSH and for individual projects, analyze and report results of our outreach and assure use of updated technology

SKILLS, KNOWLEDGE & EXPERIENCE
- Must be organized, have excellent communication and leadership skills, and be able to foster teamwork across projects
- Experience hiring and supervising staff
- Experience writing reports and/or grant proposals
- Familiarity with budget forms
- Knowledge of communications technology and proficient with database programs; e.g. Constant Contact, Access, Excel
- Skills to design or oversee communications system including bilingual English-Spanish website, social media, newsletter and outreach materials
- Experience with organizational development including creating and monitoring organizational and project-specific work plans, convening strategic planning meetings
- Bilingual English-Spanish skills strongly preferred although not required
- Working knowledge of occupational health and safety, worker health or community-based programs preferred
- Familiarity with labor and/or community organizations and programs in Southern California preferred

Salary commensurate with experience, job skills and education. Full benefits provided. Valid California driver’s license and access to a reliable car. Position can be full-time or part-time and 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.