

OAI Headquarters

180 N Wabash Ave. Suite 750 - Chicago, IL 60601
P: 312.528.3500 F: 312.528.3501

OAI Chicago Southland

214 Forest Blvd. - Park Forest, IL 60466
P: 708.283.5020 F: 708.283.5004

Position Title: Environmental Health & Safety (EHS) Training Supervisor
(Full time, exempt)
Department: Business + Worker Training (BWT)
Reports to: Program Director, BWT
Oversees: Program Coordinator, EHS contract trainers nationwide

OAI, Inc. is a Chicago-based non-profit training agency seeking an experienced, mission-driven safety training professional who will play a key role in developing, implementing and overseeing OAI's nationwide OSHA and EHS-related training programs. The successful candidate will be knowledgeable of OSHA regulations and CFR 1910.120 covering HAZWOPER training.

OAI's EHS training programs address the health & safety training needs of diverse, under-represented, multi-cultural workers and job seekers who are most vulnerable to workplace-related injuries and illnesses. Emergency first responders are also a significant target audience for OAI training. These programs are funded by federal multi-year cooperative agreements with the National Institute of Environmental Health Science (NIEHS) and the Environmental Protection Agency (EPA)

This position offers advancement potential and OAI will provide the successful candidate with additional EHS training and professional development opportunities to meet organizational needs.

Founded in 1976, the mission of OAI, a premier workforce education and training organization, is to offer skills training that leads to safe, meaningful employment and helps companies and communities to thrive - a mission that is grounded in a tradition of excellence in adult education. OAI personnel are dedicated to the mission and are team-oriented, diverse and dynamic.

OAI offers competitive benefits including: work/life flexibility, medical, dental, vision, maternity leave, life and disability insurance; 401(k) with match; and paid time off. 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. Instructional Oversight and Training

Act as OAI's primary resource to provide instructional and regulatory guidance to OAI's cadre of over 50 contract instructors nationwide to ensure delivery of the highest quality safety training. Periodically assist in conducting 40 hr. HAZWOPER and/or OSHA 10 hr. General Industry or Construction Safety and related EHS training. Conduct on-site observations of contract instructors to ensure adherence to OAI quality training standards. These standards include regulatory and grant compliance and maximization of hands-on practices and interactive student engagement.

2. Curriculum Oversight, Program Reporting

Work with OAI staff and contract instructors to ensure all OSHA and related EHS training curricula are updated, appropriate for the populations being taught, and in compliance with grant mandates as well as best practices. Assist in preparation of grant funding proposals and annual progress reports.

3. Partnership Networking and Outreach:

Maintain and expand relationships with strategically developed networks of partner agencies, consultants, community groups, worker groups, professional associations and contract instructors.

4. Strategic Planning:

Keep abreast of new and evolving trends in EHS training. Work with Principal Investigator and OAI senior management to identify new areas of focus, opportunities for program expansion and identification of strategically compatible partners and new target worker and student populations.

Qualifications:

- Bachelor's degree in Safety or Safety-related field; Master's a plus.
- CSP/CIH and Bi-Lingual Spanish/English a plus.
- Demonstrated experience in hazardous materials and OSHA training with a minimum of 3 years' direct or related work experience preferred.
- Experience in conducting health and safety training and writing progress reports.
- Exceptional interpersonal, facilitation, organizational and communication skills required.
- Knowledge of Microsoft Office Suite programs (Word, Excel, and Powerpoint) or equivalent required.
- Strong written/verbal skills; assertive, energetic team player.
- Excellent supervisory skills.
- This position will require 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.