

OAI Headquarters

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OAI Chicago Southland

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OAI JOB OPENING

Position Title: Director, Business + Worker Training Programs
(Full time, exempt)
Department: Business + Worker Training (BWT)
Reports to: Executive Director, OAI
Oversees: Associate Director, EHS Training Supervisor

Cover Letter with your interest and experience along with your resume is required and forward to oaihr@oaiinc.org

Chicago-based OAI is looking for an experienced and creative non-profit leader who wants to make a positive impact on people's lives by guiding and strategically growing OAI's nationwide business and worker training programs. These programs support OAI's mission of providing multiple workforce development opportunities to underrepresented workers and job seekers who are most vulnerable to workplace-related injuries and illnesses. If this is you, keep on reading!

Founded in 1976, OAI is a small giant of a nonprofit. As a premier workforce education, training, and development organization, our mission is to offer skills training that leads to safe, meaningful employment while helping companies and communities to thrive. You will be joining a very diverse and dynamic team of professionals who are enthusiastically dedicated to our mission.

OAI is a place that encourages innovative thinking and that values diversity, flexibility and work-life balance. Our hard-working team is supportive and collaborative and all share a common desire to help our fellow citizens live better, safer lives.

OAI's pay and benefits are generous, as are our paid holidays, and we provide a 3% 401k match. 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.

The Business + Worker (BWT) Program Director is responsible for overall direction, oversight and implementation of workforce training programs within the Business and Worker Training Department. The BWT Program Director performs highly advanced planning, research, budgetary, technical and program administration of public and private-funded programs. The work requires exemplary writing skills; ability to establish, implement and evaluate program goals and objectives; ability to create and manage partnerships; direct and mentor staff; and serve as part of senior leadership team.

Key areas of responsibility:

1. Programmatic and Fiscal Oversight

Responsible for the overall direction of BWT training programs funded by federal multi-year cooperative agreements with the National Institute of Environmental Health Science (NIEHS). Ensure grant parameters are adhered to and programmatic goals are met or exceeded. Work with the BWT Associate Director to monitor expenditures and ensure program metrics are being attained within budget. Prepare and submit grant proposals and reports including generating quantitative data reports through OAI's Salesforce system.

2. Partnership Management and Outreach

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

3. Instruction and Curriculum Oversight

Oversee OAI's quality control procedures and instructional guidelines to ensure that cadre of over 50 contract instructors nationwide deliver the highest quality training. Working closely with the EHS Supervisor, oversees work of OAI safety training staff and contract instructors to ensure all OSHA and related health & safety-training curricula are updated, appropriate for the populations being taught, and in compliance with regulatory, grant mandates and best practices.

4. Development and Capacity Building

Keep abreast of new and evolving trends in EHS and workforce training. Work with Principal Investigator and OAI partners to identify new areas of focus, opportunities for program expansion and identification of strategically compatible partners and new target worker and student populations. Direct annual and ongoing strategic and operational planning for BWT department.

5. Leadership

Serve as an integral member of the senior leadership team to provide overall management of the organization. Contribute to the development and implementation of strategic goals and objectives. Instill a coaching/mentoring culture to develop and promote accountability amongst your team and across the organization. Work collaterally with other department teams to leverage strengths and integrate services.

Required Qualifications:

- Bachelor's degree; Master's preferred. Public Health or Environmental focus a plus.
- Demonstrated experience in non-profit management, grant writing & reporting and/ or

worker training, or a related field with a minimum of 5 years' experience preferred.

- Knowledge of HAZWOPER CFR 1920 and OSHA a plus.
- Experience in adult education practices a plus
- Exceptional interpersonal, facilitation, organizational and communication skills required.
- Strong written/verbal skills; assertive, energetic team player.
- Excellent supervisory skills, budget management and powers of negotiation.
- (Post-Coronavirus Pandemic Travel Restrictions) This position requires 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.