

**OAI Headquarters**

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**OAI Chicago Southland**

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## JOB POSTING

**Position Title:** Associate Principal Investigator, NIEHS Worker Training Programs

**Position Category:** Part-time 20–40% FTE, Exempt

**Department:** Business and Worker Training, Pre-Employment Education and Training

**Reports to:** Principal Investigator

To apply, submit cover letter describing your interest and experience along with your resume to [oihr@oaiinc.org](mailto:oihr@oaiinc.org)

Chicago-based OAI is looking for an experienced, mission-driven leader to oversee OAI's nationwide environmental health and safety related worker training programs. OAI's 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 a federal multi-year cooperative agreement with the National Institute of Environmental Health Science (NIEHS) Worker Training Program (WTP). The NIEHS Cooperative Agreement supports two programs at OAI: Hazardous Waste Worker Training (HWWT) and Environmental Career Worker Training (ECWT).

The Associate Principal Investigator will work closely with the Principal Investigator (PI) to provide programmatic leadership, compliance, reporting, quality control/evaluation, liaison function, and technical training direction for all OAI NIEHS-funded initiatives. The PI is the individual, designated by OAI, responsible for the technical aspects of cooperative agreement with NIEHS and the day-to-day management of the project. The successful candidate will be passionate about adult education, worker health and safety, and environmental justice issues with knowledge of OSHA regulations and CFR 1910.120 covering HAZWOPER training. The purpose of this position is to find and mentor a person that will work closely with the PI and OAI leadership team to learn the scope and parameters of the NIEHS WTP. OAI intends to transition the Associate PI into the full PI role over the course of approximately one year.

Founded in 1976, OAI is a small giant of a non-profit. As a premier workforce education, training, and development organization, OAI's mission is to offer skills training that leads to safe, meaningful employment while helping companies and communities to thrive. The Associate Principal Investigator will be joining a very diverse and dynamic team of professionals who are enthusiastically dedicated to OAI's mission.

OAI is a place that encourages innovative thinking and that values diversity, flexibility and work-life balance. OAI consists of a hard-working team of individuals that are supportive and collaborative and share a common desire to help the people in the community live better, safer lives.

OAI's pay and benefits are generous, and include paid holidays and 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.

**Work closely with PI to fulfill the following responsibilities:**

- Understand the Terms & Conditions of OAI's Cooperative Agreement with NIEHS
- Support the management and communication with all consortia members
- Provide leadership on NIEHS-funded programmatic directions and all aspects of program design and curricula for OAI staff and other consortia personnel
- Ensure achievement of planned goals and objectives as articulated in the grant application
- Provide program and fiscal oversight to ensure accountability and compliance with terms and conditions of the NIEHS Cooperative Agreement
- Ensure adequate and appropriate record-keeping and timely submission of all reports, grants, and supplemental requests
- Ensure data and progress report material match and are complete and accurate
- Provide guidance and support in the planning and implementation and submission process for reports, grants, and supplemental requests
- Provide support in the development and implementation of internal and external program evaluation, including coordination with third-party evaluators and OAI Program Directors
- Review HWWT and ECWT Program curricula to ensure compliance with NIEHS Minimum Criteria and good practices in adult education
- Attend and represent OAI at NIEHS Awardee/Technical meetings and conferences
- Serve as liaison to NIEHS; respond to NIEHS 'questions, inquiries, request for info, compliance issues, etc. including official correspondence with Program Officer and Grant Officer
- Provide guidance and input to key program staff for National Advisory Committee (NAC) meetings, partner meetings, site visits, and major training events
- Meet with the OAI Executive Director and Program Directors periodically to review/debrief progress and provide input on programmatic issues
- Assist in identifying additional resources, partnerships, and strategies to attain program sustainability
- Other duties as assigned.

**Required Qualifications:**

- Master's Degree or higher in fields relevant to the job responsibilities, including public health, health and safety, environmental justice, adult education and/or workforce development
- At least five years of effective experience with federal founded cooperative agreements or other programs of scope and complexity, focusing on in worker health and safety, adult education, environmental justice, and workforce development serving disadvantaged populations
- Familiarity with CFR 1910: 120 and federal rules and regulations governing NIEHS worker education and training cooperative agreement
- Excellent grant/report writing and communication skills
- Knowledge of adult education curricula design and program evaluation
- (Assuming 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.