

## JOB POSTING

**Position Title:** Environmental Health & Safety (EH&S) Instructor

**Position Category:** Exempt/Full-Time

**Department:** Business and Worker Training (BWT)

**Reports to:** EH&S Supervisor, BWT

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

Chicago-based OAI is looking for an experienced, mission-driven instructor to deliver quality EH&S trainings for 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 EH&S Instructor will provide direct EH&S course instruction and oversight of assistant and contracted instructors including conducting on site observations and evaluations. This position will research, review, recommend, develop, and design content for EH&S curricula. The successful candidate will be passionate about adult education, worker health and safety, with knowledge of OSHA regulations and CFR 1910.120 covering HAZWOPER training.

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.

### Responsibilities:

- Provide health and safety instruction for OAI programs and partners and oversee assistant or contracted instructors to ensure quality delivery of training.
- Ensure course materials, books and equipment are ordered and delivered prior to each class; and endure prompt return of same to designated OAI location when course is complete.
- Research, review, update and develop content for EH&S curricula.

- Assist in recruitment and vetting of new EH&S instructors.
- Assist in development of a plan to market EHS training to companies and organizations.
- Oversee and conduct inventory of EH&S training equipment needs.
- Attend meetings and trainings in Chicago and other locations.
- Observe and review classes delivered by other trainers and partners to ensure that quality standards of course content are met and comply with the NIEHS Minimum Criteria for the HAZWOPER and related courses.
- Assist in the preparation of written course and instructor observation reports and recommendations.
- Assist in preparation of reports to funding agencies.
- Attend NIEHS workshops and seminars to enhance knowledge and improve instruction.
- Other duties as assigned.

**Required Qualifications:**

- B.S. degree in Health and Safety or related field; or 5+ years' experience in the health and safety field and/ or construction field.
- Extensive Knowledge of 29 CFR 1910.120.
- OSHA 10 hr. Construction/General Industry Trainer, or the credentials to become an OSHA Authorized Trainer.
- Excellent oral and written communication skills.
- Extensive experience in developing and implementing needs assessments, designing curriculum and implement training programs to bridge identified skill gaps.
- Ability to work successfully with diverse populations, including non-traditional adult populations.
- Reliably follow through on projects and assignments.
- Significant experience in workforce/workplace training preferred.
- Experience instructing low basic skill or limited English proficient adults.
- Ability to travel throughout Chicagoland and nationwide. Must have automotive transportation for job-related travel. Valid driver's license and auto insurance required.

**Desired Qualifications:**

- Bilingual in Spanish and English.