

OAI Headquarters

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OAI Chicago Southland

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OAI JOB OPENING

Position Title: Environmental Health and Safety (EHS) Trainer
(Full time, exempt)

Department: Business + Worker Training (BWT)

Reports to: Director, BWT

Oversees: N/A

Work Location: Hybrid/downtown office/remotely

Salary Range: \$70-75k

Who Are We?

As a premier workforce education, training, and development organization, OAI's mission is pretty simple: to improve lives. We do that through offering training that leads to safe, meaningful employment while helping companies and communities to thrive. Our commitment to Diversity, Racial Equity and Inclusion means you will be joining a very diverse and dynamic team of professionals who are enthusiastically dedicated to our mission. Big thinkers, strategists, problem solvers, caring, fun-loving. OAI is a place that encourages innovative thinking and values 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. We're a growing non-profit and we're looking for people to grow with us!

Who Are You?

You are an experienced and engaging environmental health and safety trainer. You bring enthusiasm and adaptability to engage our wide variety of audiences throughout the training. Your strong communication and facilitation skills shine through in your interactions with program participants and staff alike. Your knowledge and experience enable you to encourage students and to evaluate their practical and theoretical knowledge retention. You demonstrate the highest level of commitment to environmental health and safety, and you support OAI's vision for everyone to reach their career potential, work safely and build a good life.

The Environmental Health and Safety (EHS) Trainer acts as a lead instructor for OAI's EHS training courses. They deliver quality EHS trainings while utilizing adult learning methods to maximize learner success. The EHS Trainer works collaboratively with other contracted EHS instructors and performs onsite observations and evaluations to ensure high training standards are met. They assist in research, review, and development of content and teaching aids for EHS curricula.

Why OAI?

Remember when we said at the top that we value work-life balance? That's legit; OAI's pay and benefits are generous! Benefits include:

- BCBS medical and dental insurance

- VSP vision
- Short- and long-term disability insurance
- Professional development opportunities
- Seven paid holidays plus we are closed between Christmas Eve and New Year's Day
- Hybrid office setting
- Paid time off
- Weekly mental health time off
- Monthly Internet/phone reimbursement
- 401k Plan with match
- Excellent technology and IT support
- Employee Assistance Network

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.

How to Apply?

To apply, submit cover letter describing your interest and experience along with your resume to oaihr@oaiinc.org

Key areas of responsibility:

- Instruct health and safety courses for OAI programs and partners and oversee contracted instructors to ensure quality delivery of training.
- Ensure course materials, books and equipment are ordered and delivered prior to each class; and ensure prompt return of same to designated OAI location when course is complete.
- Manage EHS training equipment and supplies including conducting storage, inventory and orders
- Assist in the research, review, and development of content for EHS curricula
- Assist in recruitment, vetting, and onboarding of new EHS instructors.
- Assist in Quality Control of training by observing and reviewing classes delivered by contract trainers and partners to ensure standards of course content are met and comply with the NIEHS Minimum Criteria for the HAZWOPER and related courses.
- Prepare written course and instructor observation reports and recommendations.
- Remain current on EHS technical standards and OSHA guidelines to ensure compliance with associated policies.
- Complete certifications and other refresher courses to stay current in your EHS courses
- Assist in preparation of reports to funding agencies.
- Assist in development of a plan to market EHS training to companies and organizations.
- Attend meetings, conferences, and trainings in Chicago and other locations such as funder required workshops
- Other duties as assigned.

Qualifications:

- B.S. degree in Health and Safety or related field; or 5+ years' experience in the health and safety field.
- OSHA 10hr certification required; OSHA 30 certification strongly preferred.

- OSHA 10 hr. Construction/General Industry Trainer, or the credentials to become an OSHA Authorized Trainer.
- Experience instructing 40 hr. HAZWOPER and other EHS courses such as LOTO, Confined Space, Lead RRP, and other industry safety courses.
- Knowledge on safety related policies, regulations, and laws including 29 CFR 1910.120
- Skilled in utilizing various learning strategies and methods for instructing individuals and groups
- Significant experience in workforce/workplace training preferred.
- Ability to lead instruction and hands-on training activities while adhering to training concepts to ensure demonstrated competency.
- Excellent small group facilitation and team building skill
- Experience instructing low basic skill or limited English proficient adults strongly preferred.
- Experience instructing adult learners using a variety of media including classroom environments, multimedia, and computer software is preferred.
- Physical ability to set up classrooms, wear of personal protective equipment, move training equipment and instructional materials up to 50 lbs.
- Excellent oral and written communication and presentation skills.
- Ability to work successfully with diverse populations, including non-traditional adult populations.
- Reliably follow through on projects and assignments.
- Working knowledge of basic Microsoft office software, computers and instructional programs
- Bilingual in Spanish and English is a plus.
- Experience in developing and implementing needs assessments, designing curriculum and implement training programs to bridge identified skill gaps, is a plus.
- Experience working on a hazmat team strongly preferred.
- Ability to travel throughout Chicagoland and nationally. Must have automotive transportation for job-related travel. Valid driver's license and auto insurance required.

Equal Opportunity:

Diverse candidates are encouraged to apply.