

OAI JOB OPENING

Position Title: Program Director, Business + Worker Training Programs
(Full time, exempt)
Department: Business + Worker Training (BWT)
Reports to: Principal Investigator - Senior Director of Environmental Programs
Oversees: BWT Department
Work Location: Hybrid/OAI Downtown office/Remotely
Salary Range: 80-85k

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 engaged in worker training, public health, adult education, and the overall advancement of a safe workplace. You support the need for job training and career advancement for some of our most vulnerable populations. You love thinking creatively, collaborating with partners, and engaging with diverse people. You work well under tight deadlines and are committed to getting a job done well. You communicate across different teams and bring groups together. Data and metrics don't scare you and you are comfortable using data to guide decisions. You support OAI's vision for everyone to reach their career potential, work safely and build a good life. If this is you, we need you to join our team!

Business and Worker Training (BWT) Department provides worker health & safety training, in compliance with OSHA CFR 1910.120, to emergency first responders, law enforcement, temporary and transitional workers, and industry workers who may be exposed to hazardous materials. The department also offers customized, cost-effective on-site workforce skills and safety training programs for low wage and limited English proficient workers employed in various industries, including the manufacturing and healthcare sectors. Training is offered in Chicago and across the country through a cadre of trainers and partners.

The **Business + Worker Training Program Director** is responsible for the overall strategic direction, oversight, and implementation of environmental health and safety workforce training programs within the BWT Department. The Director performs highly advanced planning, research, budgetary, technical and program administration of publicly and privately-funded programs. They direct and mentor staff; create and manage external partnerships; and evaluate program impact. The Director serves on the senior leadership team and aligns BWT initiatives to OAI's mission and vision.

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
- (10) paid holidays plus we are closed between Christmas Eve through 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:

1. Program and Team Management

- Advance the overall strategic direction of worker 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.
- Create and monitor budgets. Reconcile, monitor spending, create projections, and make necessary adjustments to ensure program metrics are attained and within budget.
- Oversee preparation and processing of contracts to ensure alignment with program, organization and funder requirements.
- Work collaboratively with Principal Investigator to enhance program impact and develop opportunities.
- Oversee data management to monitor and analyze progress. Leverage quantitative and qualitative data to demonstrate impact of training program(s).
- Oversee course approval process. Determine feasibility of course approvals based on needs, target audience(s), instructor capacity and availability of funds. Create and maintain process for course submission, review, and approvals.
- Prepare and submit reports for funders and partners. Generate quantitative data reports through OAI's Salesforce system.
- Attend and present at funder required conferences and meetings.
- Coach and mentor department team, establishing and monitoring annual goals of all direct

reports.

- Proactively build an inclusive and equitable culture, continuing to support hire and retain a diverse team
- Direct annual and ongoing strategic and operational planning for department.

2. Partnership Management and Outreach

- Develop, maintain, and expand relationships with training providers, contract instructors, health and safety experts, public health organizations, professional associations, funders, and community groups.

3. Instruction and Curriculum Oversight

- Oversee quality control procedures and instructional guidelines to ensure that cadre of over 50 contract instructors nationwide deliver the highest quality training.
- Oversee 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.
- Lead project management for new initiatives with collaborating staff and partners.
- Working with Director of Development, identify new potential funding sources and participate in preparation of applications.
- Attend and participate in conferences and other professional development opportunities relevant to program objectives.

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 collaboratively with other department teams to leverage strengths and integrate services.
- Create personal, professional development goals to acquire continued learning and growth.

Required Qualifications:

- Bachelor's degree; Master's preferred. Strong focus in Public Health, Environmental Health and Safety, Environmental Science, or Industrial Hygiene, is required.
- Demonstrated experience in non-profit management, grant writing & reporting and/ or worker health and safety training, public health, or a related field with a minimum of 5 years experience preferred.
- Knowledge of Environmental Health and Safety training including HAZWOPER CFR 1920 and OSHA.
- Experience in adult education practices among various demographics is 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.
- Ability to build partnerships within the organization and partner organizations.
- The ability and desire to promote an open, inclusive work environment that emphasizes cooperation and teamwork are essential.
- High proficiency in MS Office including Word, Powerpoint, and Excel. Experience working with data management systems and data analysis. Salesforce experience a plus.
- 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. Valid driver's license and auto insurance required.

Equal Opportunity:

Diverse candidates are encouraged to apply.