



Job Announcement: Environmental Career Worker Training Program Coordinator

ORGANIZATIONAL SUMMARY

The Labor Occupational Safety and Health Program at UCLA (UCLA-LOSH) collaborates with workers, unions, community organizations, employers, academics, students, governmental representatives, and health professionals to improve health and safety conditions for workers in Southern California.

Our work includes health and safety training, education for low-income, minority, and immigrant workers, public advocacy, and participation in industry-wide research relating to policy issues in California. We educate more than one thousand workers annually in a region incorporating two-thirds of California's workforce. Our staff includes a multi-ethnic, bilingual group of professionals with backgrounds in public health, participatory adult education, curriculum development, social work, public policy, and quantitative and qualitative research methods. We are a unit of the Institute for Research on Labor and Employment (IRLE). You can learn more about us [at our website](#) or on [our Facebook page](#).

Our offices are located on the UCLA campus in Westwood, California. We are across the street from Westwood Village, close to numerous transit options, and there are plenty of great restaurants and movie theatres nearby.

OVERVIEW

UCLA-LOSH is hiring a coordinator for the **Environmental Career Worker Training Program (ECWTP)**, to coordinate the ECWTP of UCLA-LOSH and the Western Region Universities Consortium (WRUC) funded by the National Institute for Environmental Health Sciences (NIEHS). The goal of the ECWTP is to train individuals for jobs such as those in construction, environmental remediation, energy efficiency, and hazardous waste fields with a focus on recruiting from underserved, urban communities disproportional affected by environmental exposures.

The coordinator works with all partners to establish systems to coordinate and document recruitment, training, job placement and retention, and to strengthen relationships with local and regional workforce development, government agency representatives, environmental justice, and labor groups. The coordinator serves as primary ECWTP liaison with local community-based partners, regional partners in the West and Northwest, the National Institute of Environment Health Sciences (NIEHS) and other NIEHS grantees. The coordinator teaches, develops and/or adapts curricula on relevant topics such as, health & safety, workforce development, environmental justice, and green building. UCLA-LOSH is a nationally recognized program and the lead organization of the NIEHS-funded Western Region Universities Consortium. LOSH develops education programs and conducts research to inform public policy.

RESPONSIBILITIES

Training, Course Coordination, Training Activities

- Coordinate all phases of the Los Angeles ECWTP program with Los Angeles partners, including recruitment of participants, development of curriculum, implementation of training and job placement and retention.
- Maintain regular communication with all partners, including community-based, workforce development and labor organizations, environmental justice groups, regional partners in the Western region and the NIEHS
- Organize training schedule and logistics, coordinate with trainers, consultants and participants, and create evaluation tools for instructors and participants.
- Teach specified topics, develop and/or adapt curricula as needed.
- Build and maintain relationships with workforce development agencies to develop job placement partnerships and follow up with employers and labor organizations to track job placement successes.
- Establish and maintain standardized systems to document recruitment, training, job placement and retention.
- Collaborate on grant writing, report writing, other LOSH outreach and education activities.

Outreach, Communication, Administration, Reporting

- Establish and maintain standardized systems to document recruitment, training, job placement and retention in Los Angeles, Seattle, and Portland.
- Complete monthly and biannual progress reports; enter information into database.
- Collaborate with NIEHS and other NIEHS ECWTP grantees at the national level.
- Participate in NIEHS meetings/technical workshops; represent LOSH and the WRUC ECWTP.
- Establish relationships and exchange program information, systems and curricula with other NIEHS ECWTP grantees.

SKILLS, KNOWLEDGE & EXPERIENCE

- College degree in appropriate field or 5-year equivalent combination of education and experience.
- Experience and understanding of workforce development networks in Los Angeles required; Experience with labor, social justice, and/or environmental justice organizations preferred.
- Working knowledge of occupational and/or environmental health topics, participatory adult education methods
- Demonstrated ability to develop lesson plans, education activities, training materials.
- Excellent verbal and written communication skills.
- Skills and experience in effective collaboration with diverse colleagues, students, community members, workers, and outside organization officials and staff.
- Working knowledge and proficient use of various user programs including but not limited to Microsoft Word, Outlook, Excel and Access.
- Ability to set goals and priorities which accurately reflect the relative importance of job responsibilities when faced with fluctuating workloads, and competing requirements to meet deadlines.

- Possess a valid CA driver's license with access to a car for local travel to training site/s and ability to travel regionally and nationally as needed.
- Ability to work a flexible schedule as dictated by operational needs.
- Bilingual English-Spanish skills preferred.

Salary commensurate with experience, job skills and education. Full benefits provided. Position can be full-time or part-time depending on interest and qualifications. Valid California driver's license and access to a reliable car. Position will remain open until a qualified candidate is identified. Some lifting required to prepare for and implement hands-on activities in training courses.

HOW TO APPLY: Submit a cover letter and resume to

<https://hr.mycareer.ucla.edu/applicants/Central?quickFind=69270>

UCLA-LOSH is an equal opportunity employer that does not discriminate on the basis of race, gender, nationality, ethnicity, sexual orientation, or any other prohibited category. We strongly encourage women, people of color, and all qualified persons to apply for this position.