

**Coordinator of Public Programs – Labor Occupational Health Program  
School of Public Health – University of California, Berkeley  
Seeking Trainer/Program Coordinator**

The Labor Occupational Health Program (LOHP) is the community engagement/outreach program of the Center for Occupational and Environmental Health (COEH) at UC Berkeley's School of Public Health. LOHP promotes safe, healthy and just workplaces and builds the capacity of workers and worker organizations to take action for improved working conditions. LOHP is committed to serving the needs of workers and communities most at risk, including low-wage, immigrant workers, youth and communities of color. LOHP provides participatory, action-oriented training in English and Spanish, develops communication strategies and educational materials to reach the diverse workforce, conducts participatory research, consults on the development of workplace standards and policies, and facilitates interaction and learning among researchers, students and the community.

**Position Description:**

This position will focus on: a) developing training and outreach programs with a special emphasis on low-wage workers, immigrant workers and youth, b) building the capacity of worker leaders, unions and community organizations to promote and address health and safety, and c) creating strong partnerships with key stakeholders including, labor, joint labor management programs, community-based organizations, public agencies, and policy makers. Duties include assisting with the following projects:

- Plan, implement, and evaluate participatory, worker-centered training and outreach programs on a range of health and safety issues: help define overall program goals; conduct needs assessments; identify and collaborate with project partners; define recruitment strategies; develop curriculum. Training programs include direct worker training and 'train-the-trainer' workshops.
- Develop and maintain collaborations with key stakeholders including workers, unions and community organizations, coalitions, and others.
- Help coordinate LOHP's annual Young Workers' Leadership Academy, designed to increase youth leaders' abilities to develop and implement activities promoting safe jobs for youth.
- Participate in funding development; including conceptualizing potential projects and participating in writing grant proposals.
- Write fact sheets, training materials, and reports.
- Manage and track project timelines, prepare progress reports and assist with grant administration
- Contribute to organizational and project goals related to communications and social media

**Basic Required Qualifications (at the time of application):**

- Master's degree or equivalent international degree OR bachelor's degree or equivalent international degree plus 3 years professional work experience

**Preferred Qualifications:**

- Bilingual Spanish-English strongly preferred
- Demonstrated strong communication and writing skills
- Experience in the area of curriculum development
- Experience planning and conducting outreach programs for labor and community organizations, including use of social media
- Knowledge of occupational health and safety
- Knowledge of public health
- 3-5 years' experience designing and implementing participatory training programs

**Appointment:**

The targeted start date for this position is January 2019. The initial appointment is a one-year full-time position with the possibility of extension based on availability of funding. Salary is commensurate with experience. Generous health benefits are included:

<https://hr.berkeley.edu/compensation-benefits/benefits>

**To apply, please go to the following link:** <https://aprecruit.berkeley.edu/apply/JPF01982>

Applicants to submit required documents: a 1-2 page cover letter and current curriculum vitae or resume. Applicants are also required to provide the names and contact information only of three references. Letters may be requested of finalists. The position is open until filled.

Please address inquiries to Laura Stock: [lstock@berkeley.edu](mailto:lstock@berkeley.edu)

UC Berkeley has an excellent benefits package as well as a number of policies and programs to support employees as they balance work and family. The department is interested in candidates who will contribute to diversity and equal opportunity in higher education through their work.

All letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center) to the UC Berkeley Statement of Confidentiality prior to submitting their letters. <https://apo.berkeley.edu/ucb-confidentiality-policy>

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action Policy, please see this downloaded document:

<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>