

## **FULL TIME OCCUPATIONAL HEALTH AND SAFETY (OSH) TRAINER**

Make the Road New York ([www.maketheroadny.org](http://www.maketheroadny.org)) is a non-profit organization that builds the power of Latino and working class communities to achieve dignity and justice through organizing, policy innovation, transformative education, and survival services. We have 21,000+ members and operate five community centers in Bushwick, Brooklyn; Jackson Heights, Queens; Port Richmond, Staten Island; and Brentwood, Long Island.

MRNY's Workers' Health and Safety Program serves thousands of immigrant workers per year through a combination of training on a variety of health and safety topics and community-based research across various low-wage industries. The Program aims to develop the skills and leadership of community members to create more resilient, safe and healthy workplaces in a variety of industries across the city through dynamic training for immigrant workers, train-the-trainer programming, and community-based participatory research on occupational health and safety. This Program is housed within MRNY's Organizing Department (Worker Organizing Team) and strives to connect participants to our broader worker organizing and systemic change efforts.

### **Current Opening:**

MRNY's Workers' Health and Safety Program seeks a highly motivated, organized, dedicated full-time, **Occupational Safety and Health (OSH) Trainer** with a great sense of responsibility and desire to contribute her/his best to support the organization's occupational health and safety program and organizing work. The OSH Trainer will be based in MRNY's Queens center with some travel to other MRNY centers (BK, SI, LI). S/he will be responsible for conducting training, developing curriculum and trainings material, database and admin work, among other tasks related to the Workers Health and Safety programming, ensuring completion of all grant requirements, timely curriculum development and coordination of trainings. He/she will support a small team of members/trainers, leading efforts for leadership development around Occupational Health and Safety. In addition, he/she will be working to support the research, training and administrative functions of the team while prioritizing connecting the training efforts of this program to our organizing department's overall community organizing work. This position reports to our Worker's Health and Safety Program Coordinator.

### **The Occupational Health and Safety Trainer will, among other things:**

- Coordinate logistics of short trainings (1, 2, 3, and 4-Hours);
- Conduct trainings as needed;
- Develop OSH curriculum and material with popular or participatory education methodology that connects to overall organizing department and other goals;
- Support the development of members and leaders around OSH topics;
- Coordinate the collection of paperwork and contribute to data entry;
- Contribute extensively to reports and other correspondence with project grantor(s);
- Collaborate with OSH team to conduct planning and assessment;
- Work with Organizing team to ensure connection of training efforts to overall goals of worker Organizing team;
- Participate actively in regular OSH team, organizing department, and organization-wide meetings;
- Participate in meetings and conferences with external partners, representing the organization and its occupational health and safety programming;
- Assist with administrative duties and follow-up surveys with training participants as needed to support the team;

## **Requirements:**

- Must be fully bilingual in Spanish and English (spoken and written), and comfortable conducting outreach, workshops, counseling in Spanish.
- Knowledgeable of Occupational Health and Safety;
- At least two years of effective training experience with demonstrated results in worker health and safety topics geared towards low-income, immigrant workers;
- Curriculum development experience;
- Strong outreach, interpersonal, writing, and communication skills;
- Demonstrated ability to work collaboratively within a team, proven ability to problem-solve and engage in positive conflict resolution and constructive solution-oriented conversation;
- Demonstrated ability to work independently while moving work forward in strategic and efficient ways as well as identifying when guidance/support is needed;
- Demonstrated commitment to social justice, knowledge of community organizations, and interest in building a grassroots movement;
- Be able to work some evenings and possibly some weekends;
- Strong command of Microsoft Word, Excel, PowerPoint, Publisher, and experience using web-based databases and/or databases for public and private funders;
- While the position is based in our Queens office, the applicant must be willing to travel and conduct trainings in our offices in Brooklyn, Queens, Long Island and Staten Island.

## **Preferences:**

- Experience in community organizing or in substantive collaborations with community organizers is a plus;
- OSHA Outreach Authorized Trainer in Construction or General Industry and/or knowledgeable of OSHA standards (29 CFR 1910 and/or 29 CFR 1926) and/or NYC DOB Scaffold laws a plus
- Bachelor's degree preferred

## **Compensation and Benefits:**

Competitive annual salary based on a democratically designed salary scale, depending on relevant work experience, education, and other factors. MRNY offers a generous benefit package including health insurance and 401K.

## **How to Apply:**

Please send a resume and cover letter to [oshtrainer2017@maketheroadny.org](mailto:oshtrainer2017@maketheroadny.org). Applications with no cover letter will not be reviewed. Applications will be accepted on a rolling basis until September 20<sup>th</sup>, 2017 or until the position is filled.

*Make the Road New York is an equal opportunity and affirmative action employer and seeks to insure equal opportunity and equal treatment of all employees and applicants for employment without unlawful discrimination as to race, creed, religion, color, citizenship, national origin, sex, age, disability, marital status, gender identity, genetic information and sexual orientation, in all employment decisions including but not limited to hiring, compensation, benefits, training, termination, and all other terms and conditions of employment.*