


NOTICE OF JOB POSTING

DISTRICT COUNCIL 37
125 BARCLAY STREET
NEW YORK, N.Y. 10007

DATE OF POSTING: 06/26/17
LAST DAY FOR APPLYING: 07/10/17

TO: ALL EMPLOYEES
FROM: HENRY GARRIDO 
JOB TITLE: **PRINCIPAL PROGRAM COORDINATOR**
DEPARTMENT/DIVISION: SAFETY & HEALTH DEPARTMENT
SALARY: \$87,846

FULL-TIME (X) PART-TIME () TEMPORARY () PERMANENT (X)

This position is available in the Safety and Health Department under the supervision of Guillermina Mejia.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Research, develop and implement safety and health training programs and materials for union members.
- Research and analyze technical safety and health information.
- Worksite inspections.
- Coordinate the activities of the joint labor-management safety and health committees.
- Write reports on work related safety and health issues.

QUALIFICATIONS:

- College graduate with a baccalaureate degree (Graduate Degree preferred) in the sciences, environmental health and safety, and/or labor studies.
- Knowledge of labor unions, application of union contracts, labor laws, and worker protection safety and health laws and regulations.
- Ability to plan, organize and coordinate work activities.
- Must have excellent research skills, strong oral and written communication skills and the ability to establish and maintain effective work relationships.
- Must have knowledge of MS Power Point and MS Excel.

Applicants are expected to participate in designated continuing education courses in order to obtain safety and health inspector certifications and stay current with changes in the field of Occupational Safety and Health.

The regular workweek for this position will be Monday through Friday. However, weekend, early morning and evening assignments will occur on a regular basis.

APPLICANTS SHOULD APPLY TO AMY KADLUB, HUMAN RESOURCES DEPARTMENT, ROOM 718, EXT. 1439.

cc: Maf Misbah Uddin, Oliver Gray, Amy Kadlub, Barbara Ingram-Edmonds, Guillermina Mejia, Nathaniel Hurt