

UIC School of Public Health
Division of Environmental & Occupational Health Sciences

Program Development Manager Job Description (Research Associate 1)

Position Available January 1, 2021

Contact: Caitlin Donato: cdonato@uic.edu

Responsibilities:

- Establish and maintain relationships with labor, community, and non-profit service organizations by participating on committees, taskforces, initiatives, workshops, and events (virtual and in-person, when appropriate) to identify opportunities for strategic collaboration
- Stay updated on local health and safety activities including advocacy, fund-raisers, and other events and disseminate these activities to the rest of the Outreach team.
- Write/edit educational materials (e.g., news articles, website and social media posts, research briefs, policy briefs); adapt academic articles & power point presentations for general audience
- Advise on curriculum development concerning occupational health and environmental justice issues for community groups, labor organizations, and professional societies
- Design and facilitate conferences, meetings, workshops, trainings related to occupational and environmental health and safety issues, in coordination with research and community partners
- Assist the Outreach team to provide technical assistance to government agencies, community organizations, students, and workers on emerging occupational health and environmental justice issues
- Collaborate with community organizations, workforce development agencies, and government agencies, on the design and implementation of research projects under the supervision of Outreach staff.

Required Qualifications:

- Bachelor's degree in social science or related field.
- A minimum of one-year related research experience.
- Knowledge of research concepts, practices and procedures.

Preferred Qualifications:

- Two - three years of experience working in the labor and/or environmental justice movement or working in organizations allied with labor on social justice issues
- Communications skills: Command of social media
- Research translation: ability to assist faculty and staff to translate research findings for community organizations, government agencies, and labor organizations
- Oral and written fluency in Spanish preferred
- Willingness to attend/organize evening meetings and weekend events, as needed

UIC encourages and seeks applications from individuals of diverse backgrounds.