

**UFCW International Union
Job Description**

Job Title: Assistant Director
Department: Occupational Safety and Health Office
Bargaining Unit: Guild
Salary Range: P-1
Employee Name:

SUMMARY

The Assistant Director provides support to the Director to carry out the safety and health operations of the Office. The OSH office collaborates with UFCW Departments and Divisions to integrate workplace safety and health into the work they do with an emphasis on UFCW- growth related activities. The OSH office works with OSHA and other relevant outside agencies, as well as other labor unions and worker centers and coalitions, to advocate for UFCW worker safety and health. The OSH office provides training, education, and technical assistance for International Union staff and local union officers, staff, stewards and member activists.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned. This list is not exhaustive and may be supplemented.

Provide technical and strategic assistance to the Food Processing, Packing and Manufacturing Department (FPPM), Retail, Organizing and other Departments and Divisions and to local unions to address safety and health issues in these industries.

Conduct on-site audits and workplace evaluations.

Assist in organizing campaigns in all sectors.

Represent UFCW in meetings with Federal and State agencies, including OSHA, on occupational safety and health regulatory and enforcement activities.

Assist Director of OSH office in meetings with other labor unions and outside constituency/worker advocacy groups.

Plan and conduct training and education programs for all UFCW Departments and in all UFCW-represented industries, including FPPM, retail food, and warehousing.

Develop educational materials for use in training and education programs, including materials on safety and health topics.

Address language equity issues, including identifying language needs of local unions and members as well as workers who are not UFCW members, but work in UFCW represented industry sectors, to disseminate training, education, and educational materials in multiple languages.

Plan and help manage a train-the-trainer program to train local union worker-trainers who can become leaders and activists in their local unions.

Write training and education grant proposals to obtain funding for OSH staff and training.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's or higher degree in related field, and minimum five years safety and health education training experience required.

Knowledge of and at least five years' experience with working with labor unions and other constituency / worker advocacy groups.

Knowledge of federal and state regulations and policy related to occupational safety and health.

Experience working with relevant government agencies such as OSHA, NIOSH, EPA and the U.S. Chemical Safety Board.

Computer/Software Skills

A knowledge of computer concepts and computer functionality, and at least two years' work experience utilizing word processing software.

Communication, Analytical and Leadership Skills

Excellent oral and written communication skills required.

Ability to effectively present information to UFCW International and local union officers, staff, and members.

Demonstrated strong technical, policy, analytical and strategic abilities, and skills.

Other Knowledge/Skills/Abilities Required

Must have the ability to work independently, as well as develop relationships and make independent judgments, when working with both local unions and outside constituency groups.

Experience in curriculum and materials development.

Experience in developing and delivering new methods of training including remote/web-based training.

Other Desired Skills

Fluency in Spanish is desirable, but not required.

Personal Characteristics

Commitment to, knowledge of and interest in the labor movement.

Job Demands

Must be able to handle multiple priorities and work projects for completion in a timely manner.

Work requires frequent travel and /or frequent irregular or unpredictable hours.

Working Conditions

The work is performed in a normal office environment where the noise level is usually moderate as well as in industrial environments where noise level is above the safe level, and can involve a lot of walking in wet, slippery conditions.

Physical Demands

This position involves, but is not limited to, written and oral communications skills, use of computer keyboard, close vision, sitting for long periods, stooping, bending and reaching.

This is an exempt position under the Federal Labor Standards Act (FLSA).

Reasonable accommodations will be provided pursuant to the Americans with Disabilities Act (ADA).