



Occupational Health Internship Program

Position Description:

National Coordinator of the Occupational Health Internship Program

Occupational Health Internship Program (OHIP)

Program Manager (50% time)

The AOEC is seeking a Program Manager to help lead a CDC/NIOSH-funded nationally recognized program designed to recruit diverse students into the occupational health professions. The Program Manager will coordinate the ongoing operations of OHIP in conjunction with the leadership team, faculty mentors and site coordinators in 8 to 12 cities each summer. In conjunction with the OHIP Leadership Team, the Program Manager will:

1. Coordinate leadership meetings to evaluate program progress, make improvements, address challenges, and discuss funding and future projects;
2. Identify sites and build ongoing relationships for field placements and coordinate regular meetings with faculty mentors and Site Coordinators; facilitate cross collaboration between sites; and gather feedback for program improvement;
3. Organize, facilitate and administer in-person the national three-day OHIP orientation held in California in June each year;
4. Organize, develop the agenda, for and moderate the annual national OHIP web conference held in August each year;
5. Identify fundraising leads and support OHIP fundraising needs;
6. Update content on the OHIP website and post OHIP related details on social media platforms.
7. Communicate and coordinate with the regional OHIP leadership team and OHIP Advisory Board and regional and national staff to implement evaluation plans.
8. Build relationships with OHIP Alumni: Provide ongoing guidance, mentorship and opportunities, share job postings and program updates and identify possibilities to grow new OHIP projects with and through alumni;
9. Plan, administer and manage a national alumni survey every three years and conduct program evaluation with all partners; and
10. Coordinate with public health and labor organizations and the Association of Occupational and Environmental Clinics (AOEC) to award scholarships for OHIP interns to attend and present their projects at annual meetings.



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Qualifications:

- *Minimum 3-years' experience with student leadership and training in Occupational Safety and Health or a related public health field
- * Master's degree in a safety and health or related professional experience & training
- *Excellent written and verbal communications skills required
- *An understanding of the structure and functioning of unions and worker organizations
- *Excellent problem-solving skills and ability to analyze, identify and direct resolution of technical, administrative and process issues
- *Ability to coordinate nationwide project portfolio and update and involve advisors and other stakeholders

Location: fully remote position (w/ the exception of travel to Lead OHIP Orientation and American Public Health Association sessions)

Pay: Range \$32,500 to \$47,500 per year at 50% time (\$65,000 to \$95,000 full-time-equivalent), based on training and experience.

Benefits:

- Paid Sick and Vacation Leave (pro-rated based on hours per week worked)
- Health Insurance
- 403 (b) Package

The Association of Occupational and Environmental Clinics (AOEC), an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. AOEC is committed to a policy of equal opportunity for all persons and does not discriminate based on race, color, religion, sex, gender identity, national origin, or physical disability.

To apply for this position please submit your CV and Cover Letter to: Jgittleman@aoec.org no later than November 30, 2023.