

***UCLA LABOR OCCUPATIONAL SAFETY AND HEALTH (LOSH)  
PROGRAM***

# ***Job Announcement***

## ***COORDINATOR/EVALUATOR***

**(Available as part time or full time position (50% - 100%))**

**\$42,000 - \$55,000/annual salary depending on experience and education**

**(Must be available for some evening and weekend activities; Bilingual Spanish-English language skills preferred but not required)**

### **WHO WE ARE**

The UCLA Labor Occupational Safety and Health (LOSH) Program is a nationally recognized center in Southern California for Spanish and English worker education and training, educational materials development, technical assistance and policy information in the area of workplace health and safety. Founded in 1978, LOSH has established a strong presence in Los Angeles, with ties to local and international labor unions, community groups, schools, local and state government agencies, and community health providers. Go to [www.losh.ucla.edu](http://www.losh.ucla.edu) for more information about our individual training programs.

### **POSITION DESCRIPTION**

Established in 1987, the Hazardous Waste Worker Training Project has provided innovative hazardous waste/hazmat training in English and Spanish in EPA Regions IX and X for workers in the private and public sector. A special training course for ports workers to recognize potential threats at the ports was initiated in 2006. Curricula, technical assistance, and ongoing support for International Longshore and Warehouse Union (ILWU) worker-trainers are ongoing components of the project. Funded by the National Institute of Environmental Health Sciences, LOSH is the lead agency of a Western Region Universities Consortium (WRUC) that includes: UC Berkeley's Labor Occupational Health Program, University Extension at UC Davis, Arizona State University, and the University of Washington.

The Coordinator/Evaluator will 1) coordinate communications with and compile reports for monthly and year-end activities by members of the Consortium as well as take the lead in the annual grant reapplication process; 2) Conduct project evaluation including development of a mixed-methods (quantitative and qualitative) evaluation protocol with a major focus on the ports workers trainer program, training student workers to assist with the evaluation methods, coordinating implementation of evaluations, compiling and analyzing data gathered, reporting on results, and working with staff to incorporate findings into current and future programs; 3) assist with successful completion of educational activities (outreach, needs assessments, and course evaluation) including train the trainer activities for the LOSH Hazardous Waste/Hazardous Materials and Ports Projects; and 4) represent LOSH in the public

arena, for example at community meetings, seeking to develop relationships of collaboration.

### **SKILLS, KNOWLEDGE, & ABILITIES**

Candidates for this position should demonstrate 1) Health and safety or hazardous materials-related field experience, program management, leadership, training and/or program evaluation experience with a community organization, educational facility, or union; 2) Working knowledge of health education principles and workplace health and safety issues with a commitment to advancing workplace health and safety, environmental health, and social justice for all workers; 3) proven systematic organizational skills to meet deadlines; 4) detail oriented with demonstrated ability to communicate clearly - orally and in writing in English 5) interpersonal skills to interact sensitively with public/private sectors, vendors, faculty, and consultants and to establish and maintain friendly, positive, cooperative/team-working relationships with all LOSH and Consortium staff; 6) Demonstrated knowledge and ability to use a PC computer, the Internet and software programs including Microsoft Word, Excel, Access, and others; and 7) Must possess a valid CA driver's license in good standing with access to a car for local travel and the ability to travel to State, Regional and National meetings and events. Bilingual English-Spanish oral, written, and translation skills preferred but not required. Position is **open until a qualified candidate is identified.**

### **HOW TO APPLY**

**Please direct questions or apply** by submitting a letter of introduction and a resume:

Via mail to: Laurie Kominski, MSW  
Associate Director of Program Administration  
UCLA-LOSH Program  
2107 Peter V. Ueberroth Building, Box 951478  
Los Angeles, California 90095-1478

Via Fax: (310) 794-6403

Via Email: [lauriek@ucla.edu](mailto:lauriek@ucla.edu)

*UCLA-LOSH is an equal opportunity employer that does not discriminate on the basis of race, gender, nationality, ethnicity, sexual orientation, or any other prohibited category. We strongly encourage women, people of color, and all qualified persons to apply.*