Contractor - Program Manager Worker Training Program (WTP)

4 Month Assignment | January 2 – April 30, 2023

The Deep South Center for Environmental Justice is seeking a Contractor - Program Manager for the Worker Training Program.

About Us:
The Deep South Center for Environmental Justice (DSCEJ) is a nonprofit organization dedicated to improving the lives of children and families harmed by pollution and vulnerable to climate change in the Gulf Coast Region through research, education, community and student engagement for policy change, as well as health and safety training for environmental careers. DSCEJ directs projects involving universities and community-based organizations in seven states.

Position Summary:
The Deep South Center for Environmental Justice is seeking a highly motivated person who can perform day-to-day administrative duties including trainee management, grant reporting, and data management. The Program Manager Worker Training Program contract position reports to the Assistant Director for Training and Operations and works closely with the Technical Training Director and Training Coordinator.

Duties & Responsibilities:
- Must be experienced in and demonstrate strong oral and written communication skills. The position requires significant report writing, data collection, and communicating with community partners and employment agencies.
- Able to analyze data, problem solve and understand complex situations.
- Able to communicate orally and in writing.
- Able to establish and maintain effective working relationships with employment agencies and other partner agencies.
- Experience interacting with underserved communities.
- Perform other duties as assigned.
Daily Responsibilities

Trainee Management:
- Recruitment and Intake
- Orientation support
- Daily Attendance - Sign In, time tracking and monitoring daily student progress
- Organization of training materials/supplies
- Partner with DSCEJ’s finance team on stipend distribution process

Administrative:
- Create shared calendar with all program initiatives for WTP Team at all training sites
- Coordinate and lead weekly/monthly training meetings with all Environmental Career program managers/directors
- Attend NIEHS meetings
- Manage daily catering orders
- Manage ancillary student needs when required

Events:
- Lead Logistics for Graduation Ceremony

Reporting:
- With the guidance of the Assistant Director of Training and Operations, develop calendar of all NIEHS reporting dates and meetings/events and work with all sites to assure timely meeting of deadlines
- Collect data from local and external Environmental Career training sites
- Ensure reporting accuracy with by cross-checking DMS Reporting tool numbers with written reports from all trainers/training sites
- Provide weekly updates on data and metrics to Data Manager and Training Director for reporting
- Develop a written report and assist with uploading reports into the ERA system.

Other job related duties: Assure completion of tasks per NIEHS and/or the Executive Director when requested throughout and after the training cycle and as deemed necessary for the successful implementation and completion of the training cycle.

Required Skills and Qualifications

Education and Experience:
- Bachelor’s degree in counseling, social work or related field.
- Minimum of five years of experience.
Experience working with diverse constituents, teams and colleagues.
Organizational and program management experience.

Licenses, Registrations, Certifications, or Special Requirements:
Valid Louisiana Driver’s License.

Knowledge, Skills, and Abilities:

Knowledge of:
- Federal, State, Local, and Parish laws.
- Policies, procedures, and practices.
- Google Suite for Business, Microsoft Office Suite and/ or similar applications.

Essential Skills:
- A flexible, creative, entrepreneurial spirit and a shared commitment to the mission, vision and values of the DSCEJ.
- Excellent time management skills and ability to meet deadlines.
- High work ethic and integrity
- Strong interpersonal skills
- Exceptional written and oral communication skills.
- Strong analytical and organizational skills.
- Effective customer service.
- Problem-solving and decision-making.
- Detail-oriented with the ability to oversee projects from origin through execution

Ability to:
- Work independently and complete tasks.
- Contribute and collaborate with the team
- Prepare detailed reports.
- Communicate effectively with the ability to articulate a vision and strategy in a way that inspires and motivates a team and focuses their energy on achieving goals
- Employ flexibility and creativity in the face of ambiguity and challenge.

Work Environment & Physical Demand:
- Routine office environment.
- Sitting or standing in one location much of the time.
- Some stooping, lifting, or carrying objects of light weight may be required.
- Use of video display terminal.
- Availability to work weekends and evenings to represent DSCEJ
- Schedule flexibility to offset work outside of regular business hours.

**Salary & Benefits:**

Salary offers are commensurate with qualifications and experience. This is a 4 month assignment. Contract workers are not eligible for benefits.

**How to Apply:**

Please email the following to jericaw@dcscj.org:

1. A detailed cover letter highlighting your interest
2. Your resume
3. Three professional references

Please include “Contractor - Program Manager Worker Training Program” in the subject line.

**EEOC Statement**

*It is the policy of the Deep South Center for Environmental Justice to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity, genetic information or any other protected characteristic under applicable law.*

**More about the DSCEJ:**

The DSCEJ was founded by Dr. Beverly Wright in 1992 in collaboration with community environmental groups and universities in the Southern region to advance environmental justice. Since this time, the DSCEJ has become a powerful resource for environmental justice research, education, advocacy, as well as health and safety training for environmental careers.

The DSCEJ provides opportunities for communities, scientific researchers, and decision makers to collaborate on projects that promote the rights of all people to be free from environmental harm as it impacts health, jobs, housing, education, and quality of life. A major goal of the Center continues to be the development of environmental justice leaders in African American and other communities of color along the Mississippi River Chemical Corridor and the broader Gulf Coast Region.

To learn more, please visit [www.dscej.org](http://www.dscej.org)