



Assistant Director of Training

The Deep South Center for Environmental Justice (DSCEJ) has an immediate opening for an **Assistant Director of Training**.

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. DSCEJ participated in research, education, community and student engagement for policy change, as well as health and safety training for environmental careers. Learn more at dscej.org.

Position Summary

DSCEJ is seeking a motivated and strategic Assistant Director of Training to provide leadership and manage strategic planning, execution and program compliance for the center's training program. The primary responsibility of this role is to develop and implement program strategies that align with DSCEJ's goals and objectives; design policies and workflows that improve training operations and optimize the organization's ability to perform, scale and grow; and provide managerial support and leadership that embodies the organization's mission and vision and allows people to grow and feel empowered. The Assistant Director of Training will also coordinate communication and information flow between the Executive Director and the DSCEJ staff, advisory board, funding agencies, and other stakeholders. This person reports to the Executive Director of DSCEJ.

Location

This is not a remote position. Typical office hours are **Monday – Friday from 9:00 am – 5:00 pm**. The address is 9801 Lake Forest Blvd, New Orleans, LA 70127.

DUTIES AND RESPONSIBILITIES

The Assistant Director of Training will:

- Know and understand the organization's mission and vision and effectively communicate it to internal and external stakeholders.
- Ensure DSCEJ is in compliance with all state, federal, and non-profit rules, policies, and regulations.
- Oversee the Training department, site partners and any outsourced support that the department works with (i.e. Trainers, Vendors).
- Manage, coach, train and develop direct reports and support the development of indirect reports to include hiring and performance management.
- Support Director of Grant Operations during pre-award and post-award activities.
- Provide strategic leadership and support to the Technical Training Director and Program Manager on planning, governance, resource allocation, budget management, delivery and outcomes of the NIEHS Worker Training Programs.
- Collaborate with NIEHS Worker Training Program staff and consultants to review all phases of the training programs to identify gaps, make recommendations for improvements and share best practices with other program sites.
- Ensure all NIEHS Worker Training Programs interim and final reports and evaluations are consistently completed accurately and on-time.
- Collaborate with worker training program trainers, instructors and consultants to review curricula to determine a need for revision.
- Assist the Executive Director in her duties as the main point of contact with funding agencies, and other external stakeholders, regarding requests for information and problem resolutions.
- Attend DSCEJ activities and represent the organization at meetings, conferences and workshops.
- Work alongside the Executive Director to identify potential growth opportunities, minimize risk, and responsibly manage resources across multiple projects.

Required Skills and Qualifications

Education and Work Experience:

- Master's Degree in a relevant academic field such as education, public administration, social sciences, social work, or counseling.
- 10+ years of progressive work experience with 5+ years in a supervisory or manager role.
- Strong leadership skills with experience managing projects and people (i.e. hiring, training, coaching, performance management, etc.)

Knowledge, Skills, and Abilities

Knowledge of:

- Human Resources policies, procedures, and practices
- All other applicable state, local and parish laws
- Philanthropy and non-profit organizations

Essential Skills:

- Significant experience and skills managing complex federal grants and budgets and interpreting and applying requirements.
- Strong administrative skills with intermediate level of computer and software applications experience using Microsoft Office Suite, Teams, Zoom, Google Suite for Business, etc.
- Detail-oriented with strong organizational and analytical skills with the ability to oversee programs from planning, execution, and completion.
- Excellent time management skills capable of prioritizing, delegating, and meeting deadlines consistently.
- Strategic thinker with strong analytical and problem solving skills capable of responding to inquiries, requests for information, and complaints with tact and diplomacy.
- Excellent communication skills verbally, in writing, and when presenting information and direction to diverse audiences at different levels of education and experience.
- High work ethics and integrity committed to leading by example.

Ability to:

- Develop a deep understanding of the inner workings of the DSCEJ and a shared commitment to the organization's mission, vision and values.
- Work independently and collaboratively with diverse constituents, teams, and colleagues.
- Demonstrate high work ethics and integrity in everything you do.
- Communicate effectively and articulate vision and strategy in a way that inspires and motivates the team.
- Be flexible and creative in the face of ambiguity, change, and challenges.

Work Environment & Physical Demand:

- Routine office environment requiring use of standard office equipment and systems.
- Prolonged periods of standing and sitting at a desk working on a computer.

- Some stooping, lifting, or carrying of objects of light weight may be required.
- Availability to work weekends and evenings to assist in the preparation of grant applications, reports, or represent DSCEJ.
- Schedule flexibility to offset work outside of regular business hours.
- Occasional travel required to network and meet with stakeholders, participate in DSCEJ events, and attend required meetings and/or training sessions.

Licenses, Registrations, Certifications, or Special Requirements:

- Valid Louisiana Driver's License

Salary & Benefits

- **Salary range: \$80,000 - \$90,000**
- Medical: Health, Dental, Vision
- Retirement: 401k with up to a 2% annual salary contribution on staff accounts
- Paid Life and AD&D
- This job description is intended to be generic in nature and describe the essential functions of the job. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities, and overtime eligibility may vary based on the specific tasks assigned to the position.

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How to Apply

Please email the following to jobs@dscej.org:

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

Please include “**Assistant Director of Operations and Training**” 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

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, DSCEJ has become a powerful resource for environmental justice research, education, advocacy, as well as health and safety training for environmental careers.

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 Black 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.