



Program Manager - Worker Training Program

The Deep South Center for Environmental Justice is seeking a **Program Manager** for the **Environmental Careers Worker Training Program (ECWTP)**.

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.

The major goal of the Environmental Careers Worker Training Program is to deliver comprehensive worker training and increase the number of underrepresented and disadvantaged minority adults employed in the fields of environmental restoration, hazardous materials and construction.

Position Summary

The Deep South Center for Environmental Justice is seeking a highly motivated person who can lead and perform day-to-day program management and grant administrative duties including trainee management, grant reporting, and data collection and management. The ECWTP Program Manager reports to the Assistant Director for Training and Operations and works closely with the Technical Training Director and Training Manager. This is a highly collaborative role that frequently works with the Executive Director, the Evaluation Department, Partner Training Sites, Trainers (contractors), Job Developers, and Community Outreach Partners.

Duties & Responsibilities

Trainee Management

- Manage all aspects of the Environmental Career Worker Training Program (ECWTP) at all DSCEJ sites
- Cultivate relationships with training participants
- Ensure that all program recruitment and intake goals are met
- Provide orientation support
- Ensure daily attendance (i.e. sign-in, time tracking, and monitoring daily student progress)
- Maintain inventory of training materials and supplies
- Partner with the finance team to distribute stipends to trainees

Administrative

- Assist with administrative duties related to the Hazardous Waste Training Program (HWTP), specifically supporting accurate and timely data collection, documentation/file compilation, and reporting requirements/deadlines
- Create shared calendar with all program initiatives for ECWTP team at all training sites
- Coordinate and lead weekly and monthly training meetings with all ECWTP program managers/directors
- Attend National Institute of Environmental Health Sciences (NIEHS) meetings, webinars, and required training
- Manage daily catering orders
- Manage ancillary student needs as needed

Reporting

- Develop internal reports as well as reports required for federal grant compliance
- Ensure reporting accuracy by cross-checking DMS Reporting tool numbers with written reports from all trainers/training sites
- Collect data from local and external Environmental Career training sites
- Provide weekly updates on data and metrics to Data Manager and Technical Training Director for reporting
- With the guidance of the Assistant Director of Training and Operations, develop calendar of all NIEHS reporting dates and meetings/events
- Work with all training sites to assure timely meeting of deadlines
- Assist with uploading reports into the required systems

Job Placement

- Work with the Job Developer to place students in jobs and assist with work opportunities
- Follow up on student placement and monitor graduate success after placement
- Cultivate partnerships that lead to job placement

Event Coordination

- Lead logistics for Annual ECWTP Graduation Ceremony

Other

- 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
- Perform other duties as assigned.

Qualifications & Requirements

- Bachelor's degree (required)
- Master's degree in education, public health, counseling, social work, or occupational safety and health, counseling (preferred)
- Measurable and demonstrated growth in the field of education, public health, occupational safety and health, counseling, or social work
- Minimum of five years work experience in related field
- Proven ability to lead and collaborate with a diverse group of individuals, fostering a collaborative and supportive environment
- Experience working with underserved communities
- Valid Louisiana driver's license

Skills & Competencies

- Proven track record in successful program management and organizational experience
- Exceptional written and oral and communication skills.
 - The position requires significant report writing, data collection, and communicating with community partners and employment agencies.
- Strong interpersonal skills
 - Ability to establish effective working relationships with colleagues, training participants, employment agencies, and other partner agencies
- Proficiency in Google Suite for Business, Microsoft Office Suite, and/or similar applications
- Strong analytical and organizational skills
- Ability to adapt and thrive within a dynamic work environment
- General knowledge of federal, state, local, and parish laws
- General knowledge of policies, procedures, and practices related to Environmental Careers

Work Environment & Physical Demand

- Job reports on site at 9801 Lake Forest Blvd, New Orleans, LA, 70127
- Typical working hours: Monday through Friday from 8 AM - 4 PM
 - Flexibility in schedule to offset work outside of regular business hours, as needed
 - Availability to work weekends and evenings to represent DSCEJ, as needed
- Sitting or standing in one location much of the time, particularly while using a video display terminal
- Some stooping, lifting, or carrying objects (up to 15 pounds) may be required

Salary & Benefits

- Salary range: \$70K - \$75K
- Medical: Health, Dental, Vision
- Retirement: 401k with up to a 2% annual salary contribution on staff accounts
- Paid Life and AD&D

How to Apply

- Please email the following to jobs@dscej.org:
 - A detailed cover letter highlighting your interest and applicable experience
 - Your resume
 - Three professional references
- Include “**WTP Program Manager**” in the subject line.

Please note that DSCEJ is not able to provide sponsorship for employment visas.

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