



HPAE Education/Health and Safety Coordinator HP AE, NJ's largest health care union, is seeking an Education/Health and Safety Coordinator. HP AE, affiliated with AFT, represents 14,000 nurses, professionals, clinicians, and ancillary staff in hospitals, nursing homes, university settings, home care, blood banks and other health facilities, in both the public and private sector, in New Jersey and Philadelphia. HP AE is a democratic union whose goals are to advance the rights of healthcare workers through organizing, collective bargaining, member engagement and community and political action.

Position Summary

Education Component:

- Oversees the development of a program, curricula, training materials, and provides instruction for new union officers, Local Executive Boards, and State Executive Council members, worksite leaders, and union activists.
- Assists with the preparation of reports to the State Executive Council and Committee.
- Coordinates with staff to track member participation in education programs, assist in efforts to increase participation and identify needs for the development of new trainings and workshops.
- Works with consultants and learning institutions to update and create training materials and programs
- Plans and coordinates state federation "education" events, assists convention planning committee.
- Coordinates HP AE's statewide Professional Development and Continuing Education programs for members.
- Makes recommendations and proposals for the education and training items of the HP AE budget.

Health and Safety Component:

- Assists the Health and Safety Committee Chair with facilitating union-wide health and safety meetings and trainings.
- Functions as a resource/research person for staff and local officers on health and safety issues; provides training and technical assistance.
- Coordinates with Membership Representation department to assist local unions develop health and safety committees and campaigns.
- Serves as liaison to OSHA/PEOSHA and other agencies; works with local unions to file claims; assists with preparation and documentation.
- Coordinates with Public Policy Department on legislative, regulatory, and public policy issues related to health and safety.

- Coordinates health and safety education & training.
- Organizes conferences and workshops on health and safety issues.
- Writes fact sheets and web articles on health and safety issues.
- May assist Membership Representation department in developing health and safety contract language.
- Makes recommendations and proposals for the health and safety items of the HPAE budget.

Qualifications:

- Bachelor's degree in related field or comparable experience with a labor union or nonprofit organization.
- Prior experience as a teacher or trainer.
- Experience in developing curricular materials and lesson and/or training.
- Knowledgeable of the basic principles of adult education (e.g. the value of participatory and experimental forms of education).
- Additional knowledge of nursing and healthcare a plus.
- Excellent writing, communication and computer skills.
- Reports to Public Policy Director. Staff Union position, Professional Salary Scale.

Submit résumé, relevant writing samples and cover letter/letter of interest to Bridget Devane, HPAE Public Policy Director at bdevane@hpae.org.