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## EMPLOYMENT OPPORTUNITY

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### Program Administrator

Safety Center Incorporated is a non-profit organization founded in 1934 whose mission is to reduce injuries and save lives by empowering our community to make positive life changing decisions. We accomplish this mission by promoting lifelong safety and health through a variety of community and professional programs.

Safety Center's Workplace Safety & Health Department has an immediate opening for a full time Program Administrator. The ideal candidate will have experience with workplace safety programs, be self motivated, and possess strong leadership abilities.

#### Goals and Objectives of the Position:

- Participate with the Vice President of Workplace Safety in formulating long-range goals and objectives;
- Build strengths of team to create a culture of awareness and responsibility for safety;
- Create positive experiences and promote long-term loyalty by connecting clients with appropriate solutions

#### Specific Responsibilities of the Job:

- Administration ó With the Vice President of Workplace Safety, forecast requirements for Northern California and prepare an annual budget. Schedule classes to meet revenue goals, monitor expenditures, analyze results and provide periodic updates to the Vice President of Workplace Safety to initiate corrective actions. Responsible for managing the day to day operations of the Workplace Safety training department and supervising and motivating a staff of 6 under the direction of the Vice President of Workplace Safety.
- Leadership ó Ensure staff is aware of job requirements and the importance of their position to the organization. Provide ongoing feedback on performance and staff self development to increase the overall strengths of the department.
- Sales & Marketing ó Help to increase revenue for onsite classes by identifying, qualifying and selling prospects on the unique value of our programs. Monitor industry trends and regulatory requirements and develop marketing strategies to increase awareness of Safety Center and its programs.
- Client Support ó Build positive client relationships by providing timely information, innovative and effective programs, and accurate processing of paperwork to fulfill program requirements.
- Requests For Proposals (RFP) - Evaluate RFQs/RFPs with the Vice President of Workplace Safety. Develop, prepare and review content for RFQs/RFP for Safety Center programs. Refine the overall process to improve quality, efficiency and timely response.
- Instructors ó Monitor instructor performance and client feedbacks to maintain high standards in program delivery.
- Development ó Build on strengths by acquiring skills and knowledge to fulfill the roles and responsibilities required of the job position. Provide constructive ongoing feedback to help enhance the overall performance of the Workplace Safety department and to help maintain high standards in program delivery.
- Other duties as required to meet the needs of our clients, our employees and Safety Center as a whole.