



THE CENTER FOR  
CONSTRUCTION  
**R E S E A R C H**  
**A N D T R A I N I N G**

## **Job Description: Program Assistant, Opioid-Related Harms in the Construction Industry**

CPWR - The Center for Construction Research and Training ([www.cpwr.com](http://www.cpwr.com)) is a non-profit 501(c)3 research, development and training organization in downtown Silver Spring, MD, conveniently located near Washington, DC with easy access to public transportation (including Metro and MARC) and public parking. CPWR partners with key federal, industry, academic, and workers' organizations nationwide to reduce occupational injuries, illnesses and fatalities in the construction industry.

One of CPWR's main functions is to serve as the National Construction Center for the Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health (NIOSH). In this role, CPWR supports construction safety and health research and drives efforts to put research findings into practice on job sites.

CPWR is undertaking a new set of activities to address the high rate of opioid-related deaths among construction workers, and is seeking a full-time Program Assistant to spend half their time coordinating an opioid project and half supporting other CPWR programs (e.g., research-to-practice (r2p) and communications). This position will report to the Deputy Director.

### **Position Duties:**

- Coordinate opioid project activities including budget, schedule and deliverables.
- Work with a subcontractor, external consultants, and other stakeholders to plan and carryout activities, including meetings when necessary.
- Track and analyze performance data and prepare reports.
- Review and edit documents.
- Prepare presentations.
- Support the development and submission of manuscripts.
- Other duties as needed including web content development and design of communications materials.

### **Qualifications: The successful candidate must have:**

- A master's degree in public health, communications, or at least five years' experience in a related field.
- Familiarity and/or interest in occupational safety and health.
- Project coordination experience, including work with outside contractors and consultants
- Excellent writing and editing skills with a strong attention to detail
- Proven track record of meeting deadlines and working independently
- Excellent interpersonal skills, including the ability to work effectively with staff at all levels, academic researchers and external partners.
- The ability to make good and timely decisions.

### **Compensation Package:**

Salary is based on qualifications and prior experience.

Exceptional benefits package including:

- Employer paid health/dental/vision insurance for employee and all dependents.
- Employer paid defined benefit pension (vesting after 3 years).
- Paid vacation, sick leave, and holidays.

- 401K Plan with an Employer match.
- Relaxed work environment.

Equal Employment Opportunity.

**To Apply:**

Email resume and cover letter to [jobpostings@cpwr.com](mailto:jobpostings@cpwr.com). The cover letter should describe your experiences relevant to the job description outlined above. No phone calls please. CPWR will contact eligible candidates.