CPWR THE CENTER FOR CONSTRUCTION RESEARCH AND TRAINING

Program Assistant – Energy Employees Unit
CPWR–The Center for Construction Research and Training (www.cpwr.com) is the non-profit 501(c)3 research, development, and training arm of the North America's Building Trades Unions. CPWR is located in downtown Silver Spring, Maryland. CPWR partners with key federal, industry, academic, and worker organizations nationwide to reduce occupational injuries, illnesses, and fatalities in the construction industry.

This entry-level position will support two CPWR programs and is ideal for individuals interested in pursuing a career in public health, communications, or labor relations.

Program 1: Building Trades National Medical Screening Program (BTMed)
BTMed (www.btmed.org) provides free medical screening for workers who performed construction work on Department of Energy (DOE) nuclear weapons sites and were potentially exposed to hazardous materials.

Job Description: This position supports the Program Director in overseeing BTMed and its nationwide offices. While the Program Assistant's position is multifaceted, the majority of its work focuses on communications and informing potential participants about BTMed through a variety of channels.

Primary Responsibilities:
- Coordinate program mailings to potential participants. Responsible for the design/production of mailing material, maintaining worker rosters, and tracking activity and progress
- Produce bi-annual printed newsletters and monthly e-newsletters; responsible for the design/layout and article-writing, including worker stories and testimonials
- Maintain an online BTMed presence using Facebook and Constant Contact
- Work with local unions and community-based organizations in areas surrounding BTMed covered sites
- Some travel required

Program 2: BTComp Subcontractor Database
BTComp (www.btcomp.dol.gov) is an online database managed by CPWR, through a contract with DOL, that maintains a listing of subcontractors who have performed work on DOE facilities.

Job Description: The Program Assistant works with DOL District Offices, who make requests for contractual relationship that needs to be researched. This position is responsible for researching DOE subcontractors, processing requests for verifying contractual relationships, and maintaining the BTComp database.

Primary Responsibilities:
- Manage and maintain BTComp

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- Research and respond to DOL requests for subcontractor verification
- Interpret and add documents to BTComp that support subcontractor relationship
- Generate monthly progress reports

Desired Qualifications:

- 0-2 years professional experience
- BA or BS in labor studies, communications, public health, or related field
- Excellent writing ability and verbal communication skills
- Skilled at conducting online and archival research
- Proficient in Microsoft Office applications
- Familiarity with Adobe Creative Suite, particularly InDesign, a plus
- Experience with online marketing tools, particularly Facebook and Constant Contact
- Ability to work well without direct supervision
- Highly reliable, and has a positive influence on the surrounding environment

CPWR–The Center for Construction Research and Training does not sponsor applicants for work visas.

Compensation Package:
Salary range $41,000-$44,000/year.

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
- Hybrid schedule available – subject to change

To Apply:
Email resume and cover letter to jobpostings@cpwr.com. Include Program Assistant – Energy Employees Unit and applicant name in the subject line. The cover letter should describe your relevant experience. No phone calls please. CPWR will contact eligible applicants.