

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. Located in downtown Silver Spring, Maryland, conveniently near Washington, DC with accessible public transportation (Metro and MARC) and public parking. CPWR partners with key federal, industry, academic, and worker organizations nationwide to reduce occupational injuries, illnesses, and fatalities in the construction industry.

This position will support two CPWR programs.

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/AEC) nuclear weapons sites. BTMed screens workers from 35 DOE sites through a network of more than 225 specially credentialed health clinics across the country.

Operations at these nuclear weapons facilities began during the Second World War and has continued for decades. Workers on these sites daily – and often unknowingly – found themselves exposed to hazardous substances like asbestos, beryllium, cadmium, chromium, lead, mercury, radiation, silica, and toxic solvents. As a result, many would battle unforeseen illnesses years down the road. BTMed can help identify these health problems at an early, more treatable stage.

Job Description: This position involves the coordination of program outreach while also supporting the Program Director in overseeing BTMed and its nationwide offices. While the Program Assistant's position is very 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, utilizing SSN match services, and tracking activity and progress
- Develop program outreach that includes the design/production of brochures, fact sheets, promotional items, etc.
- Produce bi-annual printed newsletters and monthly e-newsletters; responsible for the design/layout, article-writing, and worker interviews
- Write feature and program articles to be published in national magazines/journals and local newspapers
- Maintain an online BTMed presence using Facebook and Constant Contact
- Organize the BTMed Annual Meeting that hosts 35+ attendees; responsible for management and coordination of meeting logistics, reservations and meals/banquets
- Develop relationships with local unions and community-based organizations in areas surrounding BTMed covered sites
- Limited national and local travel required

Program 2: BTComp Subcontractor Database

Job Description: BTComp (www.btcomp.dol.gov) is an online database managed by CPWR which provides a listing of subcontractors with a known contractual relationship with various DOE facilities covered under the Energy Employees Occupational Illness Compensation Program Act (EEOICPA). The database is a source of information used directly by the Department of Labor (DOL) in the adjudication of claims. Ongoing research is being conducted to identify as many contractors and subcontractors as possible. The Program Assistant works with DOL District Offices who make requests either for documentation already in the database or documentation that needs to be researched. This position is solely responsible for researching DOE subcontractors, processing requests for verifying contractual relationships and maintaining the BTComp database.

Primary Responsibilities:

- Manage and maintain BTComp
- Interpret and log evidence that can be used to support subcontractor entries in the database
- Receive DOL District Office requests for verifying contractual relationships, conduct research for supporting evidence, and respond accordingly
- Develop relationships with local unions, community-based organizations and subcontractors who may be able to provide evidence of contractual relationships
- Generate monthly progress reports
- Oversee quality assurance reviews

Desired Qualifications:

- 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, Adobe Creative Suite, particularly InDesign and Photoshop
- Experience in online marketing tools, particularly Facebook and Constant Contact
- Willingness to travel
- 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 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. Include Program Assistant – Energy Employees Unit and applicant name in the subject line. The cover letter should describe your experiences relevant to the job description outlined above. No phone calls please. CPWR will contact eligible applicants.