



TEAMSTERS SAFETY AND HEALTH

Job Announcement

POSITION: Program Assistant, Safety & Health- Entry Level

HOURS: 9:00 a.m. – 5:00 p.m.

LOCATION: Washington, DC

The International Brotherhood of Teamsters is seeking a highly motivated Program Assistant to provide technical and administrative support to the Worker Training Program in the IBT Safety and Health Department. The position reports to the Director and the Program Manager of the IBT Safety and Health Department.

Technical and administrative responsibilities include:

- Assist with the operation of the Moodle Learning Management System and Access Database
- Respond to emails and telephone calls from Teamsters members and the general public regarding the Grants Program
- Assist with scheduling and facilitating virtual classes; troubleshoot Zoom problems
- Use social media platform and other electronic-based platforms to market and promote the training programs
- Prepare manuals and paperwork for classes; ship manuals and documents to trainers and/or students
- Assist students with registering for classes; respond to students' inquiries regarding classes, certification cards
- Assist in the preparation of PowerPoint presentations for Advisory Board Meetings, Instructor Development Programs, and other meetings
- Generate reports to assist in the preparation of grants applications, progress reports, quarterly reports, close-out reports
- Keep accurate records of grants documents
- Work with finance staff to ensure proper and up-to-date documentation is gathered from training centers and trainers
- File class documentation and other paperwork on a weekly basis

Requirements:

- Knowledge of the learning systems platform and the databases
- Excellent organizational skills
- Excellent communication skills
- Willingness to work in a team environment
- Ability to use various technical computer software
- Maintain a professional demeanor and appearance
- Bilingual (Spanish) speakers or technical writers strongly encouraged to apply
- How to Apply:

Send Resumes to Falon Patterson –Email: fpatterson@teamster.org, Attn: Kelly Middleton, Office Manager

International Brotherhood of Teamsters
25 Louisiana Ave. NW
Washington, DC 20001