

AOEC Executive Director Position Description

The Association of Occupational and Environmental Clinics (AOEC) is seeking a full- or part-time Executive Director (ED) to build on its rich history of advancing occupational health care for workers. Since its founding in 1987, AOEC has grown to a network of more than 60 clinics and more than 250 individuals committed to improving the practice of occupational and environmental medicine through information sharing and collaborative research. The ideal candidate will have public health, labor and/or government experience, be familiar with the AOEC mission and history and passionate about public health. The candidate will enjoy working collaboratively, have relationships with the CDC, NIOSH, ATSDR, NIEHS, OSHA, DOL, or EPA or equivalents at the State level, and have fundraising experience, with a track record of writing grants and contracts.

The successful candidate will take the helm of AOEC during a time of renewed energy and momentum for the labor movement and workers' rights to decent and healthy working conditions. The COVID-19 pandemic shed a glaring light on the daily human tragedies happening in US workplaces. The AOEC has a long history of providing technical expertise for human exposure science, resources for occupational medicine and worker training programs, and support for the AOEC clinic network. AOEC solidly advocates for and supports workers directly by fighting for their right to the highest quality of preventive and clinical occupational health care.

The next ED will build on the organization's long history of active engagement with worker-oriented stakeholders in government, labor, academia, foundations, and community organizations. AOEC seeks to expand its reach, increase the number of clinic network members, and preserve its bedrock mission of supporting occupational health clinics and clinicians who provide occupational health and medicine services to workers.

Major Functions and Responsibilities:

- Oversee the financial operations of the association
- Lead and actively engage in fundraising efforts via grants, contracts, philanthropy, and donations/gifts
- Maintain and further develop critical relationships with stakeholders
- Work with the AOEC Board of Directors to manage the organization's operations, including planning for the future.
- Provide leadership and supervision of core AOEC staff

Skills, Qualifications, and Attributes:

- Bachelor's degree plus at least 2 years management experience preferred
- Bachelor's degree in public health, labor studies, nursing, industrial hygiene, social work, or related studies, with a master's degree preferred
- Experience writing grant proposals to government agencies, foundations, or other organizations.

- Experience setting up a social media communication strategy, managing a dynamic website, and ensuring regular written communication with members and stakeholders
- Desired attributes: strong interpersonal and communication skills; experience with strategic and long-term planning; collegial, collaborative, and inclusive leadership and management skills
- Preferences: Experience working for a national or local union or Committee on Occupational Safety Health (COSH) group; specialized training in occupational health, such as the Occupational Health Internship Program (OHIP) or other Dept of Labor/OSHA or political or non-profit organizations that focus on workers rights and health
- Experience managing budgets for a non-profit entity, including submitting regular reports, facilitating audits, and communicating budget recommendations to the Board

Diversity Statement:

The Association of Occupational and Environmental Clinics (AOEC), an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. AOEC is committed to a policy of equal opportunity for all persons and does not discriminate based on race, color, religion, sex, gender identity, national origin, or physical disability.

Letters of interest with current CV should be sent to Dr. Kathleen Fagan at occmeddoc@sbcglobal.net or Dr. Kate McPhaul at katemcphaul@icloud.com.