

JOB SUMMARY:

The Part-Time Training Outreach & Compliance Coordinator supports OSHA Susan Harwood Grant-funded training programs at Saint Louis University's Center for Environmental Education & Training (CEET). This role is responsible for generating and coordinating training opportunities with employers and partners, managing partner/instructor and logistics coordination, and ensuring full compliance with OSHA grant documentation requirements. The position plays a critical role in expanding program reach while maintaining accurate and timely grant reporting and records.

PRIMARY JOB RESPONSIBILITIES:*Grant Compliance and Documentation Management*

- Ensure all required grant documentation is collected accurately and completely.
- Track receipt of sign-in sheets, participant forms, evaluations, instructor reports, and other grant records.
- Review submitted documentation for completeness and accuracy.
- Follow up regarding missing or incomplete paperwork.
- Maintain organized electronic and physical records.
- Assist with grant reports and performance tracking.
- Monitor training activities for compliance with OSHA Susan Harwood Grant requirements and CEET procedures.

Partner and Instructor Coordination

- Serve as the primary point of contact for assigned training partners and instructors.
- Coordinate training schedules with approved instructors and host organizations; ensure instructors receive required training materials, forms, and reporting requirements.
- Provide reminders and follow-up communications regarding upcoming sessions and required deliverables.

Administrative and Program Support

- Maintain and share training schedules and calendars.
- Generate reports regarding outreach efforts, scheduled training, participant counts, and documentation status.
- Assist with development and distribution of promotional materials.
- Support special projects related to grant-funded training operations.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Organizational and time-management skills.
- Strong attention to detail and commitment to accuracy.
- Strong written and verbal communication skills.
- Ability to manage multiple projects and deadlines simultaneously.
- Proficiency with Microsoft Office (Outlook, Word, Excel, etc.) and cloud-based document management systems.
- Ability to work independently with minimal supervision.
- Professional persistence and comfort conducting outreach calls and follow-up communications.
- Customer-service mindset and ability to build effective relationships with employers, instructors, and partners.

- Ability to identify and resolve problems proactively.
- Dependability, accountability, initiative, and results-oriented follow-through.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent combination of education and experience.
- Minimum of two years of experience in administrative coordination, project coordination, workforce development, training administration, sales support, customer relations, or a related field.
- Valid driver's license and dependable personal transportation.
- Ability to organize and carry physical supplies, up to 20 lbs.
- Ability to work a part-time schedule of approximately 24–30 hours per week, primarily during daytime hours, with occasional evening or weekend meetings as needed.

PREFERRED QUALIFICATIONS:

- Experience with OSHA-related programs, workforce development, grants administration, or training programs.
- Experience conducting outreach to employers, organizations, or community partners.
- Experience maintaining compliance documentation or regulatory records.
- Familiarity with outreach tracking, CRM systems, or Excel-based tracking tools.

ADDITIONAL INFORMATION:

- Pay rate: \$25/hour.
- Part-time position, approximately 24–30 hours per week.
- Flexible schedule focused on daytime hours; occasional evening or weekend meetings may be required.
- Hybrid work arrangement may be available.
- Local travel may be required for meetings, outreach, or training events.
- Success in this position will be measured by training events scheduled and completed, number of employees/students trained, employers and organizations engaged, timely collection of required grant documentation, accuracy and completeness of grant records, responsiveness to instructors/partners/employers, and contribution toward OSHA Susan Harwood Grant performance goals.

This position is being funded by the OSHA Susan Harwood grant, therefore continuation in this position is contingent upon funding availability.

Function

Staff Program Support

Scheduled Weekly Hours:

30

Saint Louis University is an equal opportunity/affirmative action employer. All qualified candidates will receive consideration for the position applied for without regard to race, color, religion, sex, age, national origin, disability, marital status, sexual orientation, military/veteran status, gender identity, or other non-merit factors. If accommodations are needed for completing the application and/or with the interviewing process, please contact Human Resources at 314-977-5847.

Apply here: [Part-Time Training and Outreach Compliance Coordinator](#)