

Public Education Specialist (4166U), Berkeley Public
Health - 75522
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251676>

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Posted Jan. 15, 2025, set to expire May 14, 2025

Job Title	Public Education Specialist (4166U), Berkeley Public Health - 75522
Department	Labor Occupational Health Program
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services Graphic Design/Marketing Administrative Support/Services
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Job Description

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Public Education Specialist (4166U), Berkeley Public Health - 75522

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The School of Public Health Labor Occupational Health Program (LOHP) is a public service arm of the Center of Occupational and Environmental Health (COEH). LOHP serves as a national informational resource on job safety and health. The program offers training, printed and audio-visual materials, library services and technical assistance to a broad constituency which includes labor unions, individual workers, health and legal professionals, other educational institutions, industry, government, and the general public. LOHP specializes in serving immigrant and other high risk worker populations and is a highly respected source of multilingual, educational programs and materials.

Berkeley Public Health (BPH) aims to improve population health, especially for the most vulnerable, through interdisciplinary collaborations, preeminent education, and transformational research. Established in 1943, BPH is a professional school on the UC Berkeley campus that comprises six academic divisions and nearly 30 research centers and programs. Our department's values include social justice, health as a right, challenging conventional thought, embracing diversity, and creating meaningful impact. We honor our principles of community by centering and valuing everyone in our community; prioritizing prevention while remaining grounded in social justice; promoting safety and respect; practicing self-care and kindness; and remaining optimistic, hopeful, and committed to change. Learn more at: publichealth.berkeley.edu.

The Public Education Specialist will help to research and assess educational needs and interests for targeted public segments, and help to develop programs, materials, technology and learning

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approaches accordingly. In addition, this position will provide essential program, administrative and event planning, outreach and other support for LOHP's public education programs.

Application Review Date

The First Review Date for this job is: January 27, 2025

Responsibilities

- Assist with program and event planning for public education programs, including arranging logistics for training programs, assisting with the recruitment of program participants, negotiating with vendors to serve the needs of the program, and developing/implementing tracking systems for program participants.
- Serve as the primary contact for recruitment and enrollment for trainings.
- Respond to requests for project information from unions, educational institutions, agencies, and others.
- Initiate and maintain ongoing contact with a diverse audience of project participants using phone, email, online surveys, and in-person interviews, and summarize results.
- Provide administrative and fiscal support.
- Maintain and update overall project calendars, participant or outreach databases, and project files.
- Take minutes at program-related meetings and conference calls as needed.
- Assemble, copy, and prepare public education materials.
- Process program expenses and maintain project budgets.
- Set up contracts with vendors.
- Process stipends and check requests for payment to consultants and others as needed.
- Negotiate with various vendors to serve the needs of the projects.
- Coordinate deliveries and pick-ups and ensure reasonable pricing for services rendered.
- Arrange travel for program coordinators and process travel expense reports.
- Conduct public education outreach (written and oral), including creating/editing newsletters, flyers, web updates, attending community events, and staffing LOHP tables.
- Complete web and other communications tasks related to outreach.
- Assist with communications tasks, including web updates and social media.
- Participate in workshops, training, and other professional development opportunities.
- Perform other duties as assigned.

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Required Qualifications

- Demonstrated experience in event/conference planning or related activities
- Experience developing flyers and other outreach materials and ability to manipulate existing materials.
- Analytical skills to work on program or targeted audience needs assessments.
- Excellent reading, verbal, written communications skills.
- Basic skills using business software systems in the completion of work assignments; i.e., Word, Excel, Access, PowerPoint.
- Strong organizational skills, including attention to detail and analytic skills.
- Ability to manage multiple project activities and meet deadlines
- Able to work well independently and as a member of a team

Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Spanish language fluency or bilingual skills in another language such as Cantonese, Mandarin, Tagalog or Vietnamese
- Experience with graphic design, creating images and layouts using Canva or other design software
- Social media skills
- Knowledge/experience working with labor unions, community-based worker organizations and/or other education programs that serve LOHP target populations
- Experience conducting community outreach and recruitment for educational programs
- Experience with educational program content (occupational and environmental health)
- Experience and/or training in speaking/presentation skills
- Experience with and/or ability to learn University financial systems (including Bearbuy/BFS) or other bookkeeping systems.
- Experience with Adobe CS6, publisher, InDesign

Salary & Benefits

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For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$25.00/hr - \$28.00/hr. This is a non-exempt, bi-weekly paid position.
- This is two-year, full-time (40 hours/week), Contract position that is eligible for full UC benefits.
- This position is eligible for 40-60% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

How to Apply

To apply, please submit your resume and cover letter.

Misconduct

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:



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[UC Sexual Violence and Sexual Harassment Policy](#)

Other Information

This is not a visa opportunity.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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