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Staff Position Description

Position:	Risk & Safety Officer
Program:	Human Resources
Location:	St. Paul, MN
Date Posted:	February 11, 2025
Reports To:	Human Resources Director
Salary:	\$63,000 - \$67,000
Schedule:	Full-time, exempt; Monday through Friday, 8:00 AM - 4:30 PM (typical); 25-30% overnight travel required
Benefits:	Health and dental insurance, paid time off, 401(k) Safe Harbor retirement saving plan

Conservation Corps Minnesota & Iowa (CCMI) is a 501(c)(3) nonprofit organization and AmeriCorps grantee that engages hundreds of youth and young adults each year in programs and initiatives that improve access to outdoor recreation, restore natural habitat, protect waterways, and respond to community needs and natural disasters. **Our mission** is to cultivate a community of emerging leaders in service to people and the planet. Learn more at [conservationcorps.org](https://www.conservationcorps.org).

Our values embody safety, justice, stewardship, community, and leadership. In working to fulfill our mission, we believe that it is important we commit to the following:

- Using equity as a lens for the work we do and decisions we make
- Building a shared vision surrounding Justice, Equity, Diversity, and Inclusion goals with our partnering organizations and communities, and
- Providing an equitable training environment and high-quality programming to all our participants.

Position Summary:

The Risk & Safety Officer is responsible for implementing, improving, and monitoring the safety and risk management processes within Conservation Corps Minnesota & Iowa. This role includes conducting safety assessments, supporting the implementation of the medical screening process for youth, ensuring field and office compliance with relevant laws, and developing training programs to promote workplace safety. This position reports to the Human Resources Director.

Key Responsibilities:

Risk Management

- Conduct risk assessments and audits to identify potential hazards.
- Develop and implement risk management policies and procedures.

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- Support implementation of medical review screening tool for youth programming.
- Evaluate and manage the organization's overall risk exposure.
- Develop and maintain an effective data dashboard to track and help mitigate risks.

Safety Compliance

- Ensure compliance with safety regulations and standards (e.g., OSHA, local health and safety laws).
- Stay updated with changing regulations and guidelines and ensure the organization adapts accordingly.
- Prepare safety reports for management and regulatory bodies.
- Conduct internal inspections and audits to verify safety compliance.

Incident Management

- Investigate workplace accidents or near-misses, identify causes, and implement corrective actions.
- Maintain records of incidents, including investigations and resolutions.
- Ensure proper documentation of all safety-related incidents for reporting purposes.

Training and Education

- Work with CCMI's Safety Committee members to develop and deliver safety training programs for employees at all levels.
- Maintain and update the Field Safety Guide, written for employees, Corpsmembers, and youth of CCMI.
- Promote a safety culture by working with HR and the Wellness and Safety Committees to raise awareness and engage employees in safety initiatives.
- Ensure employees are adequately trained in emergency procedures, hazard identification, and safe work practices. Ensure that records of safety certifications are maintained in the HRIS system.

Emergency Preparedness

- Enhance and improve emergency response plans.
- Conduct drills and tabletop training exercises to prepare for emergencies.
- Ensure that safety equipment (e.g., fire extinguishers, first-aid kits) is available and maintained.

Reporting and Documentation

- In conjunction with HR, prepare and maintain safety documentation, including reports, records of inspections, and safety audits.
- Provide regular updates to management regarding safety performance and risk mitigation efforts.

Required Qualifications:

- Broad knowledge of company safety policies and applicable Occupational Safety and Health Administration (OSHA) standards.
- Experience in risk assessment and safety program management.
- Ability to design and effectively deliver training.
- Strong knowledge of health, safety, and environmental regulations.
- Excellent communication, training, and leadership skills.
- Ability to analyze data and develop practical solutions to safety concerns.

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- Proficient with Microsoft Office Suite or related software.
- A bachelor's degree in health and safety, environmental health, or a related field is required.
- Health and safety certification preferred.
- One year of related experience is preferred.
- Experience with experiential field programs preferred.

While this position description describes the general nature and level of work being performed, it is not an exhaustive list of all required responsibilities, duties, and skills. All positions at CCMI may require duties outside of typical responsibilities.

CCMI is an Equal Opportunity Employer. Employment decisions with CCMI will be based on merit, qualifications, and abilities. CCMI does not discriminate in employment opportunities or practices based on race, color, creed, religion, sex, national origin, age, disability, veteran status, military service, union membership, marital status, familial status, sexual orientation, gender identity, status with regards to public assistance, genetic information or any other characteristic protected by law.

How to Apply:

Qualified candidates should apply at

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=2552&clientkey=679BBC2A4E83D729D53DBF5A11F9B126>

Priority application deadline: **March 3, 2025**

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