



SAFETY SPECIALIST

SUMMARY:

Alfred Street Baptist Church (ASBC) is excited to announce our search for our **Safety Specialist**. Our church has over 10,000 members and continues to grow “Building Disciples to Win the World for Christ.” ASBC has over 80 ministries to meet member needs. We seek top performers who can advance the work of the Lord. We seek people who have much to offer and are dedicated servants of God. We also seek those individuals who are upbeat, loyal, resourceful, and are dedicated to working to fulfill our mission.

This is a full-time position at the Alfred Street Baptist Church (ASBC) located in Alexandria, Virginia. The incumbent is under the day-to-day supervision of the Safety and Security Manager. This position is responsible for overseeing the development, implementation and management of Health and Safety programs, while ensuring full regulatory compliance with all local statutory regulations including safety standards. The position is also responsible to create and grow a culture of safety awareness, plan and execute Health and Safety initiatives, and conduct orientation and training of all employees and/or contractors.

This highly collaborative role also requires a great deal of autonomy, good judgment, and the ability to see multiple projects through to completion with minimal errors.

ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES:

- Develops a culture of safety awareness, as well as, maintain compliance with health and safety regulations.
- Performs safety audits, identifies opportunities for improvement and takes the appropriate actions.
- Ensure compliance with applicable building and safety codes, hazardous waste disposal, OSHA, hazardous materials, etc.
- Develop an on-going program to ensure employee awareness and compliance to ASBC Safety, Environment, and Security policies.
- Oversees the management, implementation and coordination of the fire safety program.
- Stays abreast of Environmental, Health and Safety regulations and actively applies knowledge to projects and daily tasks.
- Reviews documents for compliance with ASBC’s policies and procedures.
- Participates in special projects and analysis as needed.

MINIMUM QUALIFICATIONS:

- Strong analytical skills. Working knowledge of budget management and financial literacy. Ability to perform basic analysis on program budgets and financial statements.
- Ability to work under pressure, keep all work current and accurate, and respond to identified department deadlines with a sense of urgency.
- Strong organizational and time management skills to be able to efficiently prioritize work.
- Ability to create positive working relationships with a diverse group of people and volunteers including gender, ethnicity, age, sexual orientation, culture and skill level differences.

- Strong work ethic and commitment to excellence.

CORE COMPETENCIES REQUIRED:

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the organization; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Attention to Detail: Consistently attends to the many small pieces, which must be assembled into an organization as a whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Initiative: Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.

Integrity and Trust: Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and responding with constancy of purpose; is seen by others as trustworthy and authentic.

EDUCATION, CERTIFICATIONS AND LICENSES:

- Bachelors' degree in Occupational Safety or Environmental Studies, Engineering, Political Science or other related field.
- Experience in developing and implementing security policies and procedures

As a condition of employment, all employees are required to be fully vaccinated for COVID-19 and able to provide proof of such vaccination.

APPLICATION PROCESS

Qualified candidates should submit a cover letter, resume, and list of three references using our online application system.