



**Job Title: Manager of Program Support**

**Essential Duties and Responsibilities:**

- Works collaboratively with senior leadership to establish the priorities and goals for hazardous materials training offerings, Safety Culture Assessments (SCAs), Confidential Close Call Reporting System (C<sup>3</sup>RS) program, and other Short Line Safety Institute (SLSI) initiatives.
- Provide onsite oversight and support to contractors during SCAs and training events.
- Maintain SLSI library of training materials, and website resource library.
- Develop and implement new SLSI training program for managing rail incidents that impact a community:
  - Protecting people, the environment, and property;
  - Standard of Care for impacted residents;
  - Collaboration and cooperation with first responders and governmental agencies; and
  - Incident management, mitigation, and remediation.
- Assist the Director of Hazardous Materials Programs with:
  - Industry outreach,
  - Scheduling and contractor assignments,
  - Creating website training resources,
  - Managing Transportation Emergency Response Plan (TERP) program,
  - Coordinating Safety Train and training trailer use and movements, and
  - Tracking and reporting program activity.
- Assist the Director of Safety Culture Programs with:
  - Scheduling and contractor assignments,
  - Creating website safety tips, videos, templates, and other resources,
  - Attending safety culture assessment activities to provide continuing education training to assessors and oversight of fidelity,
  - Reviewing and improving protocols related to SCAs,
  - Tracking of all safety culture data,
  - Assisting with Readiness Screenings and Advanced Coordination Meetings,
  - Assisting with development and delivery of various Technical Assistance opportunities.

**Knowledge, Skills, Abilities, and Others:**

- Excellent communicator: possesses superior written/verbal communication skills, as well as the ability to present content in a clear and compelling manner.
- Displays proficiency in Microsoft Office, Dropbox, and We Transfer.
- Must be confident and results driven with strong people skills and process/project management capability.
- Ability to prepare, present, and communicate program activities and developments to stakeholders such as board members, federal sponsors, and industry.
- Adaptable: comfortable working in a changing environment, responds positively to complexity, and high learning agility.
- Ability to manage multiple priorities and work independently or with teams.
- Ability to serve in a supervisory capacity.
- Strong knowledge of railroad operations and safety protocols.
- Strong knowledge of hazardous materials regulations.
- Knowledge of business and management principles involved in strategic planning, resource allocation, vendor and contractor oversight, and coordination of people and resources.

**Qualifications:**

- Bachelor's degree
- Ten years of railroad experience with 7 years in a supervisory/management position
- Experience in a professional environment

**Additional job details:**

- Travel 25% of time
- Remote work location
- Must be flexible and adaptable to work you colleagues across multiple time zones
- Self-starter and independent thinker

*\*Closing date: 11:59 pm EST on Thursday, March 23, 2023  
Email cover letters and resumes to: [jobs@shortlinesafety.org](mailto:jobs@shortlinesafety.org)*