Massachusetts Institute of Technology (MIT)

Environmental Health And Safety (EHS) Coordinator

The MIT Department of Chemistry seeks an environmental health and safety (EHS) coordinator to ensure the department meets the requirements of MIT’s Environment, Health and Safety management system (EHS-MS).

Responsibilities include facilitating compliance with EHS laws (i.e., EPA and OSHA) and regulations and MIT EHS best practices; enrolling new principal investigators (PIs)/supervisors in the EHS-MS, supporting the implementation of EHS-MS, and assuring that its requirements are satisfied; recognizing and understanding the use of potentially hazardous materials and how to conduct potentially hazardous activities in accordance with MIT EHS requirements; escalating EHS-MS issues as necessary; actively seeking approaches/methods/techniques to reduce/avoid the use of hazardous materials; ensuring new laboratories’ EHS representatives are oriented to their role/responsibilities and holding regular meetings with them; serving as co-chair of the Chemistry EHS Committee; maintaining PI roomset information in PI space registration system; validating that annual chemical reporting requirements are being fulfilled, conducting department-wide Level II inspections twice a year, and ensuring EHS reps are performing weekly Level I inspections; inputting, reporting on, and following up on (as needed) inspection findings; ensuring compliance with the EHS training needs assessment and course completion; participating in preparing the department’s emergency preparedness plan; responding to emergencies or as a communications link during emergencies; and attending quarterly EHS coordinator meetings and training sessions; and participating in special projects.

Required Qualifications:

- B.S. in chemistry, EHS-related field, or other science
- At least four years’ experience in EHS or related field
- Knowledge of pertinent federal, state, and local EHS regulations
- Strong verbal and written communication skills, particularly the ability to communicate technically with chemists

Preferred Qualifications:

- Professional certification in a related field (i.e., CIH, CHMM, CSP, etc.).
Interested candidates may apply online at https://hr.mit.edu/careers. Please reference job number 21645.

MIT is an equal opportunity employer. We value diversity and strongly encourage applications from individuals from all identities and backgrounds. All qualified applicants will receive equitable consideration for employment based on their experience and qualifications, and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin. MIT’s full policy on Nondiscrimination can be found here.