

Intern Position Description

Occupational Health and Safety



Description: MVEC is seeking a Occupational Health and Safety Intern to support and work with our Director of Safety and Environmental Compliance in promoting a culture of safety. The successful candidate will be enrolled full-time in a university or college majoring in Occupational Health and Safety, Industrial Safety, or Environmental Health and will be in their junior or senior year of schooling.

Job responsibilities: *The job responsibilities shall include but not be limited to:*

- Updating of the employee safety policies and procedures as well as the safety manual.
- Provide assistance for documentation requirements.
- Assist in the creation of a safety on-boarding training program for new employees.
- Assist with the completion of incident reports, including investigations.
- Provide assistance for documentation requirements.
- Other safety related projects as needed or assigned.

Intern skills:

- Strong academic performance in your university or college.
- Ability to take direction and initiative, work independently, and multi-task.
- Excellent verbal and written communication skills.
- Eager to learn and grow your professional skills in a casual work setting.
- Microsoft Office Proficiency (Outlook, Word, Excel, PowerPoint).

Hours: Monday through Friday 8:00 am – 4:30 pm

Start/End dates: Mid May – Mid August

Reports to: Director of Safety and Environmental Compliance

Compensation: Paid internship

MVEC interns will collaborate on a shared team project. 10% of your time will be dedicated to this task. 90% of your time will be dedicated to specific job functions as outlined above.

Interested applicants should send their resume to jobs@mvec.net. Application deadline is Friday, March 6th, 2020.

EOE