

ENVIRONMENTAL HEALTH PROJECT

DEFENDING PUBLIC HEALTH SINCE 2012

Job Posting – Project Coordinator, Appalachia

Job Title: Project Coordinator, Appalachia

Reports to: Regional Manager, Appalachia

Location: Hybrid virtual / in-person for Pittsburgh-area (residents of Western Pennsylvania, Ohio, and West Virginia will be considered)

Job Type: Full-time, non-exempt

Organization Description:

The Environmental Health Project (EHP) is a public health nonprofit organization that provides wide-ranging support to communities impacted by oil and gas development. The organization opened in 2012 and has become a national leader in the comprehensive understanding of, and response to, the public health consequences of these extractive industries. EHP's team includes a varied and skilled group of scientists, community educators, analysts, health professionals, and communications experts. The strength of the organization lies, in part, in its direct contact with community members, learning about their circumstances and responding to their need for relevant information and guidance. We seek to support communities more broadly in understanding the exposures and risks generated by oil and gas development and to inform advocacy dialogues at the local, state, and national levels regarding the public health implications of oil and gas activities. That support includes environmental monitoring, health impact assessments, public health guidance, and data and research interpretation.

Job Summary:

EHP works in conjunction with frontline communities to monitor air pollutants, such as particulate matter (PM) and volatile organic compounds (VOCs) near industry sites (e.g., well pads, compressor stations, petrochemical facilities, and landfills), and to convey existing or potential health risks associated with sites of concern. The role of the Project Coordinator, Appalachia is to ensure accurate analysis of this data and to translate the findings into easily understandable reports for consumption by a range of audiences, from community residents to legislators. In addition, the Project Coordinator, Appalachia is responsible for communications and information flow between the EHP team and communities and partners in the region.

Various tasks associated with this role include but are not limited to the following:

Primary Duties

- Interface with and train community members on how to use monitoring equipment and EHP-created apps, field technical questions from monitoring project participants, and assist with troubleshooting, escalating to product manufacturers when necessary
- Manage air monitoring data, analyze information, and provide interpretation using EHP-created apps in individual and community reports
- Organize community meetings to discuss monitoring results and health-protective recommendations; provide supplementary public health or public policy information
- Serve as the liaison with communities involved in EHP projects
- Support the development of new tools and resources, as informed by community needs and priorities
- Participate in relevant place-based coalitions and working groups to support public health protections

- Assist with fielding general questions from residents and referring them to internal or external resources, as needed

Other Duties

- Assist with framing place-based advocacy support initiatives, such as writing public comments
- Travel to meet with regional partner organizations on occasion
- Support additional research and analysis projects, as needed

Core Attributes Required:

- Ability to thrive in a dynamic, deadline-oriented environment with demonstrated ability to balance multiple, competing demands and establish priorities
- Excellent written and oral communication skills applicable to diverse audiences on a range of complex issues
- Ability to offer creative solutions to complex problems
- Attention to detail and comfort with managing deadlines across multiple initiatives
- Proven flexibility to new challenges and situations
- Strong analytical and critical thinking skills
- A “roll up your sleeves” attitude and willingness to take initiative to address issues proactively
- Ability to strategize with team members, with a focus on organizational improvements
- Comfort communicating and coordinating with remote teams
- Passion for the organization’s mission to defend public health in the face of oil and gas development

Education and Experience Required:

- A bachelor’s degree from an accredited college or university, or a minimum of three years of experience working with frontline communities
- Background in public health, environmental science, or community engagement a plus
- Basic understanding of current events related to public health and fossil fuel issues
- Ability to synthesize scientific literature into a clear and cohesive written product
- Ability to understand and communicate findings of data analysis
- Proficiency in virtual meeting tools, including hardware and software
- Driver’s license and access to a vehicle for occasional in-person meetings with partner organizations

Compensation: Commensurate with experience

Application Instructions: Submit cover letter explaining why this role is a good fit, resume, and salary requirements to Jessa Chabeau at jchabeau@environmentalhealthproject.org

Apply by May 29, 2023, for first-round review.

*All applicants and employees will enjoy equality of opportunity and fair treatment without regard to, race, color, age, religion, pregnancy, sex, sexual orientation, disability, gender identity, gender expression, national origin, genetic information, veteran status, marital status, or prior protected activity.
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