



## **JOB ANNOUNCEMENT**

### **Environmental Health Program Manager**

---

#### **West Harlem Environmental Action, Inc.**

**West Harlem Environmental Action Inc a/k/a WE ACT for Environmental Justice (WE ACT)** is a non-profit environmental justice organization based in New York City that fights environmental racism and works to improve environmental health through community organizing, education, community-based research, and advocacy.

WE ACT is seeking an Environmental Health Manager with a Master's in Public Health (MPH) to direct and implement our Environmental Health Program. The Environmental Health Program serves as a bridge between low-income communities of color, beginning locally in Northern Manhattan, and scientific and other technical resources to empower residents to improve environmental health, and to facilitate the development of community-driven and ethical environmental health research. The Environmental Health program at WE ACT is driven by the belief that science can be used to build power in communities of color. The program is an innovative combination of technical and scientific resources and tools with community-driven and responsive outreach, research, and education, and requires a manager who can demonstrate strengths in both the scientific and community realms.

The Manager will be responsible for implementing all aspects of WE ACT's Environmental health program alongside the Environmental Health & Education Manager.

#### **Specific responsibilities include:**

##### **Project/grants implementation and management:**

- Develop and lead WE ACT's Beauty Inside Out campaign to educate women of color about toxic chemicals in beauty and personal care products and protect their health by pushing retailers to get dangerous products off store shelves.
- Collaborate with WE ACT staff to analyze environmental health, justice, and housing policies (citywide, statewide, and national) and to contribute to the development of more effective and accountable policy, including the incorporation of health considerations into land use planning and economic development.
- Represent WE ACT at public hearings, press events, national conferences, panels, and webinars.
- Develop and deliver workshops and trainings, and create materials on environmental health and science topics for an audience of youth and adult community residents, utilizing popular education methods.

##### **Program development and direction:**

- Help develop and fundraise new environmental health projects within the scope of the organizational strategic plan.
- Assist in the evaluation of all of WE ACT's environmental health work.
- Assist with grant writing.



- Develop and keep track of program and project budgets.
- Supervise part-time staff/interns/volunteers

### **Community-Based Participatory Research**

- Serve as a liaison to various environmental health research partners
- Coordinate community outreach and engagement
- Design community-based participatory research projects that are grounded in ethical research practices such as protecting sensitive information and reporting back research findings.
- Translate research into lay language and/or infographics
- Apply community-based research findings and environmental monitoring data to support community organizing campaigns.

### **Minimum qualifications include:**

- Master of Public Health with background in environmental science and/or toxicology
- Demonstrated commitment to environmental or social justice.
- Strong verbal communication and interpersonal skills.
- Excellent writing skills, for a variety of audiences (from scientific / technical to community residents to policymakers), as demonstrated by published research or other articles.
- Project management skills and ability to work with minimal supervision, and supervise others as needed.
- Ability to multi-task and manage multiple projects at once
- Highly organized and attention to detail
- Excellent time management and planning and proven ability to meet deadlines
- Innovation, creativity, for program and project planning
- An ability to collaborate with both community residents and academic researchers.
- Proficient computer skills, particularly with Microsoft Office Suite.
- Grant writing experience
- Experience in authoring peer-reviewed articles
- Experience with IRBs

### ***Additional helpful qualifications include experience with:***

- Popular education methods
- Qualitative research methods and / or social sciences
- Survey design and administration
- Conducting data analysis
- Designing infographics and factsheets

Salary range, \$60K - \$70K, is competitive and dependent on experience with full benefits. Applications will be accepted until the position is filled. **Please email a resume, cover letter, writing samples and references to Evelyn Joseph at [evelyn@weact.org](mailto:evelyn@weact.org)**

WE ACT is an equal opportunity employer. We especially encourage people of color, queer, Trans and gender non-conforming people, and people directly impacted by criminalization and other systems of oppression to apply.