

JOB ANNOUNCEMENT
Environmental Health Coordinator

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 Coordinator to implement our Environmental Health and Education Programming and Initiatives. 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.

WE ACT's Environmental Education programming has existed over the past twenty years, serving to educate community members, adults, youth, and other stakeholders on environmental justice and environmental health related concepts. The program offers both direct education to program participants, and advocacy on climate education policies at the State and Federal Levels.

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

Specific responsibilities include:

- Collaborate with WE ACT staff to analyze environmental health and justice, (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 as it relates to education and health education
- Create grant reports on environmental health and education projects for funders
- Assist in the evaluation of all of WE ACT's educational work.
- Assist with environmental health program initiatives

- Serve as a liaison to various environmental health research partners
- Coordinate community outreach and engagement on environmental health and education issues

Minimum qualifications include:

- Master of Public Health with background in environmental science, environmental justice, and/or popular education
- Experience teaching (K-12 or community education)
- Demonstrated commitment to environmental or social justice.
- Strong verbal communication and interpersonal skills.
- Excellent writing skills, for a variety of audiences
- 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
- Proficient computer skills, particularly with Microsoft Office Suite
- Grant writing experience
- Experience in authoring peer-reviewed articles

Additional helpful qualifications include experience with:

- IRB research and design
- Survey design and administration

Salary range, \$55K - \$60K 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.**

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.