

Job Posting – Appalachia Project Coordinator

Job Title: Appalachia Project Coordinator
Reports To: Field Manager
Location: Hybrid virtual/in-person (residents of Western Pennsylvania, Ohio, and West Virginia will be considered; Pittsburgh-area a plus)
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. That support includes environmental monitoring, health impact assessments, public health guidance, and data and research interpretation. 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. The organization opened in 2012 and has become a national leader in the comprehensive understanding of, and response to, the public health consequences of oil and gas development. We seek to support communities more broadly in understanding the exposures and risks generated by oil and gas development, and also to engage in policy dialogues at the local, state, and national levels regarding the public health implications of oil and gas activities.

Job Summary:

EHP works in conjunction with frontline communities and community-based organizations 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), convey existing or potential health risks associated with sites of concern, and translate data and health research into policy action. The role of the Appalachia Project Coordinator is to implement EHP's place-based community science projects (e.g., EHP's Environmental HealthWatch Model), environmental health education, and advocacy collaborations in the Appalachian region. In addition, the Appalachia Project Coordinator 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 tools, field technical questions from monitoring project participants, and assist with troubleshooting, escalating when necessary
- Analyze air monitoring data using EHP-created apps and translate the findings into easily understandable reports for consumption by a range of audiences, from community residents to legislators
- Organize community meetings to discuss monitoring results and health-protective recommendations; provide supplementary public health or public policy information
- Deliver educational presentations about the public health impacts of oil and gas development to impacted communities and modeled emissions from facilities of concern
- Communicate public health concerns and solutions to decisionmakers through written or verbal public comments and meetings with legislators or public health agency staff

- 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

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 for diverse audiences on a range of complex issues
- Ability to offer creative solutions to complex problems and identify implementable solutions
- Attention to detail and comfort with self-managing deadlines across multiple initiatives
- Basic understanding of current events related to public health and fossil fuel industry issues
- 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
- Empathetic communication skills and ability to build relationships across lines of difference

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 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 at least one to three in-person meetings per month

Compensation: Commensurate with experience (expected salary range of \$50-60k), Health Reimbursement Arrangement, 401k match, and competitive time off policies

Application Instructions: Submit cover letter explaining why this role is a good fit, resume, and salary requirements to [pdooling \[at\] environmentalhealthproject \[dot\] org](mailto:pdooling[at]environmentalhealthproject[dot]org).

Apply by March 31, 2025, for first round review.

Feel like you may not be totally qualified? Studies have shown that women and people of color are less likely to apply to jobs when they believe they don’t meet every qualification. At EHP, we are committed to promoting a culture of diversity, inclusiveness, and mutual respect. So, if this role appeals to you, but you feel your experience does not align perfectly with every qualification in this job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

*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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