Position Available: Health Impact Assessment Project Coordinator

Organization: Minnesota Pollution Control Agency

Location: Twin Cities Metro

Closing Date: September 20, 2013

Job Type: Full Time

Salary: $19.72 - $28.92 hourly, $41,175 - $60,385 annually

Primary Duties:

This position will serve as an approximately one-year project coordinator to implement a grant funded by the Pew Charitable Trusts: “Health Impact Assessment of Emerald Ash Borer Response in St. Paul.” The project coordinator will be responsible for implementing all aspects of this grant project and will work closely with outside leaders, other state agencies, non-profits, business, media representatives and Agency staff.

Job duties include:

- Coordinate and complete all phases of the Health Impact Assessment, including Screening, Scoping, Assessment of Health Effects, Recommending Mitigations and Alternatives, Reporting and Communication, and Monitoring.

- Prepare reports, summaries, project updates and other documents and materials as necessary, and implement procedures to measure project performance and track progress against established measures.

- Partner with stakeholders and other Minnesota state department and agency staff (City of St. Paul; St. Paul – Ramsey County Public Health; MN Department of Natural Resources; MN Department of Agriculture; University of Minnesota Forest Resources/Urban and Community Forestry Department; US Department of Agriculture Forest Service) and collaborate with researchers, academics, and other topic experts to assemble needed information.

- Utilize stakeholder engagement approaches, such as community meetings, focus groups, short surveys, and interviews, and coordinate, schedule, and facilitate meetings of project advisory team of partners and others.

- Serve as an MPCA point of contact and program liaison about the grant project for both internal and external stakeholders.

Experience:

A minimum of two years of professional-level experience working in an environmental protection, natural resources, or public health field.

Effective written and oral communication skills, interpersonal skills, collaboration skills, and planning/organization skills sufficient to perform senior-level professional work.
Desirable qualifications include:

Bachelor’s and/or Master’s Degree in a public health, urban forestry, or environmental protection field.

Knowledge and experience in conducting health impact assessments (HIA), including the HIA process: screening, scoping, assessment of health effects, recommending mitigations and alternatives, reporting, communication, and monitoring.

Demonstrated project management skills, including the ability to successfully lead projects and teams and negotiate work results, conduct research, perform budgeting, and establish measurable outputs, outcomes and milestones.

Demonstrated public speaking and presentation skills.

Demonstrated knowledge of and familiarity with key project partners and organizations.

Additional Info:

This is an unclassified grant-supported position anticipated to end August 31, 2014. This position is supervised by the Sustainable Development Unit Supervisor. The position collaborates with numerous other MPCA and State of Minnesota teams and individuals, including those working on topics of Public Health, Urban Forestry, Plant Pest Management, Ambient Air Quality, Community Outreach, Climate Adaptation, etc. Input from these various teams and individuals are essential in effectively administering the grant project. In carrying out grant project coordinator functions, the position also has contact with many outside parties, including City of St. Paul; St. Paul – Ramsey County Public Health; MN Department of Natural Resources; MN Department of Agriculture; University of Minnesota Forest Resources/Urban and Community Forestry Department; US Department of Agriculture Forest Service, other Minnesota state departments and agencies, local government units and non-profit organizations, foundations, media, and the general public.

How To Apply:

Candidates can apply by searching the State of Minnesota careers website. From www.careers.state.mn.us, click on the “Search for a Job” link. On the search page, select “Pollution Control Agency” from the [Department] drop-down menu and “All applicants” from the [Who May Apply?] menu. The announcement is numbered 13PCA000170.
(Direct link—https://statejobs.doer.state.mn.us/JobPosting/View?_posting=13PCA000170)

For more information, see also http://www.minnesotanonprofits.org/job-details?id=71510