JOB ANNOUNCEMENT: NETWORK COORDINATOR

Job Summary
The Cancer and Environment Network of Southwestern PA (CENSWPA) seeks a full-time Pittsburgh-based Network Coordinator to play a central role in a multi-organization network as it expands and deepens its work. Building on the resources, relationships, and projects developed in the first three years since the Network was founded, the successful candidate will work closely with the Strategic Director, Advisors, Network leaders, and others to ensure effective and vibrant functioning of the Network as it advances equitable solutions to reduce environmental contributors to cancer.

CENSWPA is a collaborative network, grounded in science and systems thinking, that promotes healthy environments as critical pathways for cancer prevention in the region. The Network benefits from and contributes to national networks (e.g., the Cancer Free Economy Network) focused on intersections between chronic disease, toxic chemicals, and environmental justice. For more information, see www.censwpa.org.

Primary Responsibilities
The Network Coordinator will report to the Strategic Director. Primary responsibilities include:

- **Support and manage public health projects for the Network.**
  - Contribute to and coordinate project planning, implementation, and evaluation.
  - Develop presentations, fact sheets/infographics, and other resources and tools as prioritized by workgroups and Network leadership.
  - Conduct public health-related research (policy research, public health data research and analysis, literature reviews).
  - Help lead community-level programming.
- **Track and engage new and existing Network participants** to strengthen the capacity and effectiveness of the Network.
- **Maintain social media presence and support communications**, including developing the Network’s monthly Cancer and Environment Digest.
- **Maintain the CENSWPA website.**
- **Support Network workgroups** with meeting scheduling, preparatory meeting work (agenda-setting, background material development) and notetaking.
- **Plan and facilitate quarterly meetings** of the Network.
- **Develop new coordination/management systems.**

Required Qualifications
- Equivalent work, education, and life experience typically gained by a bachelor’s degree and at least one year of professional experience including:
  - analysis and synthesis of journal articles and or other relevant publications;
  - creating and delivering oral presentations;
  - organizing and facilitating meetings, events, and/or campaigns;
  - community outreach and engagement;
  - project coordination/management.
- Demonstrated commitment to environmental public health issues.
- Demonstrated commitment to social justice issues.
- Experience promoting equity and inclusion.
- Highly organized with strong time management skills and attention to detail.
- Computer-proficient including MS Office and database applications.
- Interest and capacity to learn new technology to help achieve specific project tasks.

### Preferred Qualifications

- Master’s degree in public health or relevant field with coursework in environmental health.
- Experience, knowledge, or training in the convergence of environmental, health, economic, political, and historical dynamics of Southwestern Pennsylvania.
- Experience or training in communications, website content management and social media or ability to learn.
- Experience, knowledge, or training in environmental justice issues.
- Training in cultural competency.
- Communications expertise.
- Proven ability to build relationships across many dimensions of diversity.
- Strong writing, editing, public speaking, and project coordination/management skills.
- Understanding of environmental health challenges facing communities of color, immigrant communities, and poor and working class families.
- Ability to take initiative, think strategically, work collaboratively, and share responsibility and credit.
- Willingness to roll up sleeves and do what’s needed; collegial and appreciative spirit.

### Location

- The Network Coordinator must live in the Pittsburgh region and be available for daytime and some evening meetings in the region. Some travel may be required. Work in home or office settings are possibilities.

### Salary

- $42K -$55K commensurate with experience.

### Benefits

- Generous benefits including health, sick leave, retirement, and vacation.

### To Apply

Please visit [our website](#) to complete the application form. You will be required to upload a cover letter and a copy of your resume. Submitting a sample of your writing that you have already prepared for another purpose will be optional. **Interviews will begin August 22 and will continue until the position is filled.**

*The Cancer and Environment Network of SWPA seeks to recruit candidates that represent our diverse community in ethnicities, races, religions, cultures, countries of origin, ages, abilities, and exhibiting the full spectrum of gender expressions, gender identities, and sexual orientations. We are dedicated to fostering belonging and a healthy work culture for all.*