REQUEST FOR QUALIFICATIONS
PACE EH COORDINATOR (Contractual)
for EPA CARE Level I Grant to identify Toxic Health Impacts in Gary, Indiana


Copies of the RFQ are available from the Department of Environmental Affairs

Project Summary - The purpose of this Level I Community Action for a Renewed Environment (CARE) Grant Project is to build a collaborative local partnership focused on developing a community-based plan for improving the environment and public health in Gary, Indiana. Utilizing a broad range of existing environmental information and project and program results, representatives of local government, regulatory agencies, business and industry, health care providers, academic institutions, faith-based, youth, and advocacy groups, and local community organizations (the Partnership) have committed to work together over a two year period, with the assistance of qualified technical and facilitation consultants, to compile, review, and prioritize from a multi-media perspective, Gary’s cumulative environmental and toxic risks in relation to their potential and/or known public health impacts. Although Gary’s physical environment has been the focus of extensive data collection, assessment, and cleanup programs conducted by a variety of public and private entities, there has never been an opportunity for a locally constituted partnership group to review and prioritize this information from a multi-media and health based perspective in order to develop a community based plan of action for environmental and health protection.

PACE EH Coordinator - The position of PACE EH (Protocol for Assessing Community Excellence in Environmental Health) Coordinator for the Gary Level I CARE Partnership program will be funded through an EPA CARE grant awarded to the City of Gary Environmental Affairs Department. A primary purpose of this grant project is to adapt the PACE EH process to identify and prioritize, through a community process, toxic impacts on community health in the City of Gary. Community education, outreach, and input will be key to the success of this project. A local plan of action to reduce and/or prevent prioritized health impacts will be developed. Over a two year period, the PACE EH Coordinator with the assistance and oversight of the CARE Partnership members and public input will utilize the PACE EH methodology. This PACE EH Coordinator position will be awarded as a contract with the City of Gary with oversight by city staff and the CARE Partnership.
DUTIES AND RESPONSIBILITIES

The purpose of this position is to establish and manage the activities of PACE EH health impacts study and development of a local action plan for Gary, Indiana. The individual in this position is responsible for overseeing and coordinating the PACE EH process utilizing existing data from multiple sources to identify and rank toxic environmental health impacts in the City of Gary, to prioritize concerns and impacts through a community process, and to develop, working with the CARE Grant Partnership and public input, a local action plan for prevention and reduction of the prioritized toxic health impacts. The PACE EH Coordinator will work with the CARE Partnership, city staff, state and federal agencies, and the general public to implement the PACE EH process and the CARE Level I grant scope of work. The Coordinator will conduct the CARE process through collection, review, and interpretation of existing health and environmental information, input from Partnership and community members and meetings with the Partnership group and the public. The Partnership was originally scheduled to meet quarterly over the two year time period but many members of the Partnership group are prepared to meet monthly. The PACE EH Coordinator will be responsible for documenting the process and producing/writing the plan resulting from the PACE EH process.

QUALIFICATIONS:

Five years of experience in professional-level academic and/or work related to public and environmental health. Experience with the PACE EH process preferred.

- Experience working with and/or convening a diverse stakeholder group including government, business, health and environmental agencies and organizations, and the general public in order to establish group processes, determine goals and priorities, and create mechanisms for communities to conduct specific activities.
- Familiarity with Environmental Justice issues.
- Broad knowledge of environmental hazards, exposures and possible health outcomes.
- Experience with project management and program evaluation.
- Ability to research, understand, and manage environmental data.
- Ability to communicate environmental health information to a diverse audience.
- Excellent writing skills and ability to format and formulate the PACE EH report and the Local Action Plan.
- A basic understanding of federal and state environmental laws and regulations governing emissions, discharges, and disposal of toxic chemicals and materials.
• Ability to create reports and documents utilizing computer word processing, graphics, and data base management programs.

EDUCATIONAL REQUIREMENTS:

A Masters Degree in Public Health or Masters Degree in Science of Public Health, in addition to expertise in Environmental Health issues.

PLEASE SUBMIT THE FOLLOWING:

A current resume that clearly describes your experience, skills and/or knowledge related to the requirements of the position. Your resume must clearly show that you meet the requirements of the position as listed above. Please provide names, position, and telephone numbers of three references.

Provide an hourly rate and an estimated cost for completing the PACE EH process and writing the project report and plan.

After a review of responses by a Partnership Review Committee, applicants may be asked to attend an interview to further discuss the project and estimated costs.

Questions regarding the project may be addressed to Dorreen Carey, Director, Environmental Affairs, at 219 882 3000 or by email. You may hand deliver, mail or email, your completed application. It must be received no later than 5:00 p.m. on the application deadline.

Submit your resume to:

Dorreen Carey
Director
Environmental Affairs Department
City of Gary
839 Broadway N206
Gary, Indiana 46402
Hours: 8:30 am – 5 pm
Office Phone 219 882 3000
Email: dcarey@ci.gary.in.us