



### **Position Announcement**

*Maryland Public Health Association Climate & Health Coordinator*

To apply, email: [marylandpublichealth@gmail.com](mailto:marylandpublichealth@gmail.com)

The Maryland Public Health Association (MdPHA), an American Public Health Association (APHA) affiliate, is a non-profit organization of public health professionals dedicated to creating healthy communities and improving the lives of all Marylanders. MdPHA is run by an all-volunteer board of twelve and an Executive Board comprising the President, President-Elect, Past President, Secretary, Treasurer, and Affiliate Representative to the APHA Governing Council. We are looking to hire a part-time coordinator, consultant, or fellow to support the board in activities that include managing a grant to amplify the health voice on climate-related health issues, communicating with the members, developing educational materials for members, grant reporting and deliverable tracking, coordinating with organizational partners, and other activities. For more information, visit [mdpha.org/Governance](http://mdpha.org/Governance) or [mdpha.org/climate-action](http://mdpha.org/climate-action).

### **Duties**

- Provide coordination of activities/deliverables related to grant funding around elevating the health voice on climate health actions in Maryland.
  - Promote awareness among health professionals on climate and health impacts and the solutions available in Maryland (planning webinars and factsheets, integrating content into the annual conference/tri-state conferences, updating website with resources, and sharing information via our communications channels)
  - Organize and co-lead monthly meetings of the Maryland Health Table, a coalition of health professionals acting on climate
  - Assist with grant reporting and deliverable tracking
- Coordinate and disseminate electronic communication with membership and community partners that include a weekly/biweekly email blast, quarterly newsletter, and announcements of special events.
- Research funding opportunities for the associations and commit to submitting grant proposals for relevant funding.
- Oversee the completion of affiliate reports to APHA and other entities.
- Assist with planning the MdPHA Annual Meeting, Tri State Meeting, and other member events

- Support the MdPHA Board with other administrative duties as needed. Including but not limited to managing the website and memberships via Wild Apricot, and the MdPHA organizational email account.
- Coordinate with student interns in the completion of many of these activities
- Attend one-hour monthly board meetings and other committee meetings as needed.

Position Requirements/Compensation:

- Candidates must hold a Bachelors or Masters degree in Public Health or related field.
- Experience in environmental health/climate health and familiarity with organizations in the state doing this work is preferred (but familiarity with building community partnerships among health organizations in Maryland could substitute)
- Previous experience in developing community partnerships and collaborations.
- Excellent interpersonal skills and attention to detail.
- Strong written and oral communication skills.
- Experience with writing website content.
- Excellent working knowledge of social media platforms and design tools such as Mailchimp and Canva.
- This is a virtual position, supervised by a designated MdPHA Board member and the Board President. Weekly check-ins either via email or virtually are expected.
- Must demonstrate MdPHA Core Values: Trust, Respect, Accountability, Innovation, and Teamwork.
- Approximately 60-80 hours/month: flexible hours and \$27-33/hr dependent upon experience

Time Frame: Beginning August 2023 for one year with the possibility of extension

Please send cover letter and resume to [marylandpublichealth@gmail.com](mailto:marylandpublichealth@gmail.com)