



**Outreach Project Coordinator**  
*Stoppin' Lead in Coppin*  
Coalition to End Childhood Lead Poisoning

The Coalition to End Childhood Lead Poisoning seeks a community outreach and education professional to coordinate a grass-roots, community education, training, and advocacy program in Baltimore's Coppin Heights and the surrounding West Baltimore neighborhoods. Essential duties of this position include but are not limited to:

- Serve as project leader and key contact for *Stoppin Lead in Coppin*, an intensive neighborhood focused education and outreach campaign including a door-to-door campaign, continuous localized media, community organizing, support and training;
- Organize training events, recruit participants and conduct trainings on lead poisoning prevention, healthy homes, lead safe work practices, and other environmental health topics;
- Recruit, train and manage the day-to-day activities of 10 Community Ambassadors for a 3-4 month community canvass;
- Ensure superior client service and follow-through with residents reached through canvass;
- Maintain detailed records of reach and canvass activities through results-based reporting/accountability;
- Coordinate and/or attend outreach activities such as community fairs, festivals and forums to provide information, build support, and network;
- Promote and educate the public and relevant parties on Lead Safe Demolition protocols;
- Assist in the creation of multiple media and promotional pieces;
- Support broad mission and policy efforts and initiatives of the Coalition.
- Activities may entail planned night or weekend meetings.
- Other duties as assigned related to organizational mission and programs.

**Requirements**

- Bachelors or advanced degree in Public Health, Social Work, Sociology, or relevant field;
- A minimum of two years experience in grassroots advocacy, organizing efforts, volunteer management or similar;
- Excellent written and oral presentation skills;
- High proficiency in Microsoft Office Suite;
- Candidate must have own vehicle for transportation;
- Experience in Environmental Health, Healthy Homes, Child Advocacy, or Public Health a plus;
- Familiarity with the target area also a plus.

This is a full-time, exempt position. Position includes full benefits package and competitive salary commensurate with experience. The Coalition is an equal opportunity employer. More information about the Coalition is available at [www.lead-safe.org](http://www.lead-safe.org).

Interested candidates must send resume and cover letter, including salary requirement to the Coalition's Department of Human Resources at 410-534-6475 (fax) or email: [ceclp@lead-safe.org](mailto:ceclp@lead-safe.org).