



CITY OF BRIDGEPORT, CONNECTICUT



The Department of Health and Social Services is now accepting resumes for the contractual position of

PROJECT COORDINATOR *Extreme Heat & Air Quality*

CONTRACT POSITION

Pursuant to this contracted position, the City anticipates an engagement with one individual. Compensation is set at \$60.00 an hour. The contract would be generated by the Office of the City Attorney and take the City's desired form.

Hours: Part Time Average 28 hours per month – 12 months beginning on or about July 1, 2024

The Health and Social Services Department has received a pilot grant to conduct 6 community conversations around heat and air quality concerns and put together a plan to address those needs. Support will be provided through ongoing technical assistance from the Office of Climate and Health at Connecticut Public Health and the Yale Center for Climate Change and Health.

To Apply: Please email a cover letter, resume, the supplied application, degree, and license verification to sumit.sharma@bridgeportct.gov

Accepting complete submissions until the contracted position is filled.

(Any/all changes to this opening shall be at the discretion of the City of Bridgeport)

GENERAL STATEMENT OF DUTIES:

This position will enable the city's Health Department to advance its work and research around heat and air quality issues and how they impact health. The role will entail various duties to include outreach and education as well as ongoing meetings with various city department and community partners engaged in this work and part of the application to be considered for this planning grant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions described below are the primary duties of the position. There may be other types of work that may be performed, and the omission of a particular function does not exclude them from the position, provided the function is similar in work, related to the work or logically assigned to the position.

- Research current heat & air quality responses in communities similar to Bridgeport, CT.
- Participate in all required technical assistance training with the Office of Climate and Health at Connecticut Public Health and Yale Center for Climate Change and Health.
- Work closely with the state and Yale to conduct a workshop with local stakeholders with the goal of improving local capacity to develop a plan.
- Participate in quarterly meetings as required by the grant.
- Assist the Deputy Director and Epidemiologist in preparing the presentation of pilot grant work during the annual Connecticut Climate and Health Symposium in 2025
- Coordinate internal and external stakeholder meetings.
- Work closely with Park City Communities and their respective property managers to determine current plans to address extreme heat & air quality.
- Work closely with lead Epidemiologist to ensure future plan addresses health concerns.

- Travel to and conduct six community outreach meetings in different zip codes collecting qualitative data on need to address instances of extreme heat & poor air quality. (six community meetings are likely to be scheduled for late afternoon/evening hours or possibly a weekend)
- Work closely with city grant administrative staff to secure materials and other necessary items for community conversations.
- Work closely with the city’s Communications Department and Health Educator to advertise community meetings and create educational materials as needed.
- Collect, clean and analyze qualitative data.
- Develop Bridgeport plan to address extreme heat & air quality.

MINIMUM EDUCATIONAL REQUIREMENTS

As to educations, training, and experience:

- Bachelor’s degree in Public Health, Master’s preferred
- Two years of experience in a public health setting
- Bi-lingual candidate preferred
- Any equivalent combination of education and experience.

As to special knowledge, ability, and skill:

- Ability to utilize statistical programs for data analysis.
- Ability to plan for, organize and lead community meetings generating feedback from diverse populations.
- Ability to organize and lead internal and partner meetings presenting data obtained through community conversations.
- Ability to calculate data and prepare reports.

LICENSES AND CERTIFICATIONS

- Valid Connecticut Driver's License — This job requires driving.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, type, listen and talk.

“This is a contract position that will be governed by a contract and not employment provisions, the City remains an equal opportunity employer and all submissions will be considered on an equal opportunity basis”.

The City of Bridgeport is an Equal Opportunity Employer for All