

# **Position Opening**

## **Southeastern Michigan Health Association**

**POSITION TITLE:** Communications and Project Support Specialist  
Non-Exempt  
Full Time with Benefits

**SALARY:** \$39,520 Negotiable based upon skills/experience.

**LOCATION:** CLEARCorps Detroit  
11148 Harper Avenue,  
Detroit, MI 48213

**BACKGROUND:** The mission of CLEARCorps Detroit (CCD) is to eliminate childhood lead poisoning and reduce the impact of environmental hazards on the health and safety of children. This work is done in collaboration with community partners at the intersection of health, housing, environment, education, and racial equity to ensure improved health and opportunity for children. CLEARCorps offers a hybrid of services for families in Detroit. We believe healthy homes are only possible at the intersection of reducing health risks and improving the quality and safety of the home. CLEARCorps creates community awareness (outreach and education), provides training, and supports the reduction of health hazards in homes through direct service and referrals to other programs. We use a person-centered home-focused approach to reduce the health risks of lead poisoning and environmental hazards that include energy efficient home repairs, providing information for parents, landlords, and others about recognizing and addressing lead hazards, referring children for testing and treatment, referrals to other programs, and when necessary relocation services for families with children with elevated blood lead levels.

**POSITION SUMMARY:** The Communications and Project Support Specialist will report to the Executive Director and will apply expertise and skills to create and execute external communications and outreach products, tools, and strategies; and support the work of the “Get the Lead Out Detroit Coalition” (Coalition) (50% time); in addition to other duties as assigned. The purpose of the Coalition is to increase the collective impact of existing community programs and services and to initiate joint efforts through the formation of the Coalition, that will leverage the work of members who have a shared goal of reducing the number of children impacted by lead poisoning through exposure in housing (paint) and soil in Detroit. During the next three years, the Coalition will lead a broad and far-reaching campaign to mobilize communities, organizations, and people to act (learn more, get help, demand change) to reduce the number of opportunities for children to be exposed to lead. CLEARCORPS Detroit will convene the founding partners of the coalition in 2021 to finalize the establishment of coalition support mechanisms at CCD. CCD will lead the work to establish the structure of coalition; identify outcomes and projects for the coalition for Years 1-3; and create a community presence by establishing a coalition website. CCD on behalf of the Coalition will launch a public information campaign using traditional and social media; In Years 2-3, CCD will coordinate the coalition’s efforts to develop a 5-year plan of goals, activities, and fundraising which will be implemented beginning in Year Three.

### **REQUIREMENTS:**

- Support project execution and daily operations for the “Get the Lead Out Detroit Coalition” under the direction of the Executive Director (estimate 50% time).
- Assist in growing/strengthening coalition participation through effective communication, collaboration, support, and problem solving.

- Develop and maintain community partnerships with allied organizations and governmental partners to form relationships where lead safe and healthy homes are a priority.
- Conduct and/or coordinate outreach efforts for CLEARCorps programs.
- Create/improve communications tools to generate partner, client, and donor relationships including reference materials, in person and digital educational and training materials, workshops, website upgrades, e-newsletter, and digital and social media.
- Execute media campaigns and maintain website and digital media platforms with support of outside resources, as necessary.
- Support workgroups led/supported by CLEARCorps and/or represent organization at external meetings.
- Additional duties as assigned.

#### **SKILLS:**

- Proven track record with creating and executing communication tools such as brochures, newsletters, digital media content, reports, and website content.
- Experience in training, community education, and community outreach a plus.
- Ability to communicate with diverse audiences.
- Ability to manage multiple projects simultaneously with attention to details.
- Reliable transportation and willingness to engage in community outreach.
- Some familiarity with environmental health hazards and lead poisoning prevention – additional training will be available to support increasing knowledge.
- Competency in Microsoft applications.
- Proficiency in digital media, website content management, and/or design software a plus.

#### **EDUCATION/EXPERIENCE:**

- Degree in communications, marketing, community development, public policy, health or human services or related field and/or equivalent experience
- Two years applicable experience in communications, marketing, fund development, event planning, project administration, or other non-profit project experience or equivalent experience

***Applicants must be presently authorized to work in the United States on a full-time basis.  
E.O.E.***

**Application Deadline:** Open Until Filled

**Apply via this Website, Mail, Email ([dm@clearcorpsdetroit.org](mailto:dm@clearcorpsdetroit.org)), or Fax resume and cover letter to:**

**Southeastern Michigan Health Association  
Attention: Diane McCloskey  
3011 West Grand Boulevard  
Suite 200, Fisher Building  
Detroit, MI 48202  
Fax: (313) 873-8137  
NO PHONE CALLS PLEASE**

*This position is supported by a grant or private funding and is renewed annually as funds are available.*

**Southeastern Michigan Health Association  
An Equal Opportunity Employer  
Drug Free, Violence Free, and Zero Tolerance Employer  
Welcomes Veterans and Disabled Veterans to Apply  
Employs Able/Disabled Individuals**