

Temporary Part-Time Position

Great Lakes PFAS Research Competition Project Coordinator

**Illinois-Indiana Sea Grant, Purdue University's Department of Forestry and Natural Resources
West Lafayette, IN USA (remote options available)**

Job Summary: Illinois-Indiana Sea Grant is leading a regional effort to support research into social and economic considerations of PFAS exposure and mitigation. The Project Coordinator will support the project team by facilitating scoping activities with Great Lakes and Lake Champlain State and Tribal agencies to directly inform development of a Great Lakes region research competition request for proposals. The Project Coordinator will also develop a written report highlighting key findings of scoping activities.

Details: This is a part-time, temporary, grant-funded position. It is not eligible for benefits. Remote work options are available but applicants must be eligible to work in the U.S for any employer. Some travel may be required. The pay rate is \$22/hour and the Project Coordinator is expected to work 20 hours per week, beginning in late October 2022 through April 2023.

Duties:

- Establish and manage a technical advisory committee to help plan and execute scoping activities, including developing agendas and identifying a diverse set of individuals to invite to sessions.
- Manage registration and other logistics for scoping activities, which will differ based on whether particular sessions are virtual or in-person.
- Lead virtual or in-person sessions, employing appropriate methods to gather information which may include panel discussions, presentations, breakout groups, and facilitated discussions. Use of virtual tools and platforms that help achieve session goals is encouraged.
- Summarize highlights and key findings of the scoping sessions in a report that will be used to identify and prioritize Great Lakes-region PFAS research needs to be filled by a competitive research opportunity.

Desired Qualifications:

- Undergraduate or Master's degree in Social Science, Natural Resources, Environmental Sciences, or related field
- Interest in or demonstrated working understanding of the organizations and agencies in the Great Lakes region that address water quality, fish consumption, and contaminants of emerging concern
- Experience leading teams through priority-setting planning activities
- Experience managing logistics for both virtual and in-person events
- Excellent oral and written communication skills

To apply: For full consideration, please send a cover letter that explains your interest in the position, your CV, and a list of three references to Carolyn Foley (cfoley@purdue.edu) and Sarah Zack (szack@illinois.edu) by October 14, 2022. Applications may be accepted after this date; however, application review will begin October 14, 2022 and continue until the position is filled. References can be all professional or 2 professional and 1 personal, as desired.

Questions can be sent to Carolyn Foley (cfoley@purdue.edu).

Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.