

Environmental Health Specialist

The Environmental Health Specialist (EHS) reports to the President & CEO. The EHS works to improve and enhance the living conditions of families with children and houses of worship. He or she is concerned about improving the conditions of families with children by removing the environmental toxins from homes that negatively impact the neurological, cognitive, intellectual and physical abilities of women, and toxins from houses of worship by renovating and retrofitting homes.

Duties of an Environmental Specialist

- Conduct intake of new clients who are interested in using HSH services.
- Request environmental and resnet audits and review them with clients.
- Work with the General Contractor to renovate and/or retrofit recommendations from environmental and resnet audits.
- Coordinate with regulatory agencies about matters of environmental toxins
- Maintain client databases, files, records related to client intakes, permits, and inspections.
- Conduct researches and publish results on sources and impact of environmental toxins.
- Create and propose ways to eradicate environmental toxins from the home, houses of worship and communities.
- Collect samples of soil, water and air and conduct studies and reports about environmental conditions for homes, houses of worship and in communities to be used for education and publishing purposes.
- Assist the President & CEO and Executive Assistant/Office Manager in fundraising/development and grant writing by providing the research, mapping and statistical analysis information for the grants.
- Assist the Executive Assistant/Office Manager with the development of the newsletter by providing articles for the newsletter.
- Other duties and directed by the President & CEO.

Professional Qualification Requirements

- A Bachelor of Arts degree in Environmental Science, or a related field
- Two to three years of experience as an Environmental Health Specialist or similar field
- An ability to work in a team environment
- Excellent customer relation skills
- Detailed oriented
- Proficient use of computer and MS Office Suite Software
- Proven ability to conduct research and publish findings
- Proven ability to use ArcGIS and Statistical Software to prepare maps and analyze data

Healthy Smart Homes, Inc. provides an attractive benefits package. If you believe that you qualify and are interested in the position, please send your resume and cover letter to healthysmarthomes@yahoo.com. Salary based on experience. No phone calls please.