



Women for a Healthy Environment (WHE) seeks a full-time **Environmental Health & Building Performance Manager** to join its nonprofit team. WHE uses a scientific approach to achieve equitable lives free of environmental hazards through advocacy and community-based programs. WHE delivers programming and technical assistance that creates Healthy Homes, Healthy Schools and Healthy Early Learning environments. The organization advocates for policy solutions that aim to better protect public health and reduce the risk of exposure to environmental toxins.

Women for a Healthy Environment (WHE) seeks a highly motivated, knowledgeable, and mission-aligned **Environmental Health & Building Performance Manager** to lead the organization's efforts in advancing healthy, sustainable school environments across Pennsylvania. This individual will be responsible for managing WHE's Healthy Schools program including: 1,000 Hours A Year (lead, radon and indoor air quality testing and mitigation), the Healthy Schools Recognition Program, and school policy initiatives.

The ideal candidate brings technical knowledge in sustainable building practices, environmental health hazards, and facilities management. They are comfortable managing construction and remediation projects, conducting school walk-throughs, collaborating with partners and contractors, and producing compelling environmental health reports.

Key responsibilities:

- Manage the 1000 Hours a Year Program - funding to test and remediate schools and early learning centers for lead, radon, and poor indoor air quality, analyze the data, and develop reports that describe data outcomes and recommendations.
- Participate in walk-throughs of schools and early learning centers to identify hazards and assess environmental health hazards.
- Review construction bids, proposals, and contractor qualifications for school facility projects.
- Serve as a liaison between WHE, contractors, school administrators, and partner agencies to ensure timely and effective project execution.
- Oversee the Healthy Schools Recognition Program which requires working with schools on environmental and sustainability initiatives and developing school mentoring programs.
- Coordinate the organization's annual Healthy Schools Summit.
- Make informational presentations to school and early learning personnel on environmental health topic.

- Support the Director of Healthy Learning in the development of the biannual State of the Schools Report with an emphasis on school data analysis.
- Develop written content such as electronic newsletters, fact sheets, blog posts, and other materials that communicate WHE's mission and programs in a clear and engaging manner.
- Participate in local, state and federal school forums, with an emphasis on those addressing environmental health topics and advocating for school investments.
- Work with Communications to update program information on the website, producing a monthly newsletter, and coordinating regular communications via social media.
- Keep informed about scientific research and initiatives related to environmental health in the learning environment.
- Manage the environmental hazard mapping (via GIS) to support program initiatives and public awareness.
- Oversee the collection, analysis, and reporting of Healthy Schools program data, ensuring data-drive decision-making processes are in place to assess and enhance program effectiveness.
- Assist with grant applications and reports as necessary.

QUALIFICATIONS:

Education

- Bachelor's degree required in Sustainable Engineering, Environmental Engineering or Public Health or a related discipline.
- Master's degree in Sustainable Engineering, Environmental Engineering or Public Health or a related field preferred.

Knowledge and Experience

- Minimum 3–5 years of professional experience managing environmental health, sustainability, construction, or facilities-related programs—preferably in nonprofit, school-based, or public health settings.
- Demonstrated experience in multi-project management, with the ability to lead numerous concurrent initiatives involving diverse stakeholders, short timelines, and variable scopes.
- Working knowledge of environmental health hazards affecting educational settings.
- Experience overseeing building performance or sustainability projects, including walk-through assessments, remediation planning, contractor oversight, and bid review.
- Proficiency in data collection, analysis, and reporting, particularly for environmental monitoring programs (e.g., IAQ or hazard mapping).
- Experience writing and reviewing program reports, and scopes of work.
- Prior engagement with school or early learning personnel preferred.
- Excellent verbal and written communication skills, including public speaking, technical writing, and stakeholder engagement.
- Ability to facilitate meetings, lead trainings, and work collaboratively across sectors and with diverse populations.

- Strong technical and computer skills, including Microsoft Office, data visualization tools, and GIS platforms.
- Strong attention to detail, organization, and follow-through.
- Willingness to travel across Pennsylvania, conduct site visits, and work occasional evenings/weekends.
- Commitment to Women for a Healthy Environment's mission, including a strong interest and knowledge in environmental health topics and exposures.
- Performs other duties as assigned; this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

This is a full-time position with medical, dental and vision benefits, holiday and paid time off. A simple retirement account if available after six months of employment. Salary range is \$60,000-\$65,000. Start date is immediate. Please send cover letter, resume and salary requirements to maria@whepa.org.