

# The Tribal Healthy Homes Network

OPEN POSITION:

**CLIMATE-READY HOUSING PROGRAM COORDINATOR - PERMANENT, FULL-TIME**

## ABOUT

The Tribal Healthy Homes Network is a joint program of the Tulalip Tribes and the Partnership for Air Matters, established in 2008. Funded by EPA Region 10, THHN conducts its work through close relationships with Tribal Nations, and with state and federal agencies, Tribal consortia, researchers, and other non-profits. ***Our partnerships with Tribes and Tribal leaders are the foundation of our work***, enabling us to learn about program successes and challenges, network and share information across Tribes, and help develop culturally and geographically tailored programs.

Our *workforce training and technical assistance* program (Healthy Homes Circuit-Rider) has reached over 1,200 Tribal staff from Housing, Public Health, Air Quality, Early Childhood Education. In Washington, Oregon, Idaho, and Alaska, through our Circuit-Rider program, we work directly in the homes, schools, and workplaces of Tribal communities.

Our *resident education program* (AirMATTERS toolkits) have reached 2,131 Tribal families, across 40 Tribes. Since 2022, our SmokeMATTERS toolkits have reached 400+ Tribal families in smoke-impacted airsheds, through a partnership with EPA Region X. These programs have been recognized by EPA (Clean Air Excellence Award), HUD (HUD's Secretary Award for Healthy Homes) and by the Institute for Tribal Environmental Professionals (Virgil Masayesva Excellence Award).

With new funding from EPA, we are establishing a third core program: Climate-Ready Housing. This position will help shape how THHN supports Tribes in planning, designing, building, and maintaining homes that are mechanically functional (i.e., optimal ventilation and filtration), energy-efficient, and safe for occupants during climate events.

## JOB DESCRIPTION

The Climate-Ready Housing Program Coordinator will be the lead for THHN's Climate-Ready Housing initiative. Our CRH initiative began in 2020, in response to the increasing magnitude and scale of climate events that impact the residential sector. Our specific focus is on wildfire smoke events, extreme heat events, and infectious disease outbreaks, in Washington, Oregon, Idaho and Alaska.

These climate events have a disproportionate impact on residents of low-income and sub-standard housing, and Tribal communities are among the hardest hit. The CRH Program Coordinator will help improve Tribal health outcomes and reduce exposure disparities. They will provide guidance on climate-ready housing (technical assistance) build, maintain a clearinghouse of climate-ready and healthy housing case studies (practice-based research) and will manage the Climate Vulnerability Assessment Tool (CVAT) project.

The CRH Program Coordinator will work closely with our Tribal advisors and partners, including the Northwest Indian Housing Association, the Northwest Portland-Area Indian Health Board, the Alaska Native Tribal Health Consortium, the National Tribal Air Association, the Institute for Tribal Environmental Professionals, and the National American Indian Housing Council. They will also work closely with EPA Region X, HUD Office of Native American Programs, HUD Office of Lead Hazard Control and Healthy Homes, Department of Energy, and the research and non-profit communities.

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**JOB TITLE: CLIMATE-READY HOUSING (CRH) PROGRAM COORDINATOR**

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<b>Department/Group:</b>	N/A	<b>Job code/Req#:</b>	CAA 103
<b>Location:</b>	Remote. Puget Sound region preferred.	<b>Travel required:</b>	Team meetings in Seattle, bi-monthly. Site visits to Tribes in Region X and to meet with Tribal Partners (quarterly).
<b>Level/Salary range:</b>	\$76,000 - \$82,000 depending on experience.	<b>Position type:</b>	Full-time Employee, Permanent
<b>Benefits:</b>	Health Reimbursement Account (Up to 10% of Gross Pay Monthly). Vacation: 80 hrs./year to start	<b>Date posted:</b>	4/1/2024
<b>Will train applicant:</b>	Yes	<b>Posting expires:</b>	Open until filled.

**APPLICATIONS ACCEPTED BY:**

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**Email:** [tross@thhnw.org](mailto:tross@thhnw.org)      **Subject line:** CLIMATE-READY HOUSING PROGRAM COORDINATOR

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**Responsibilities:**

- 1. Climate Vulnerability Assessment Tool (CVAT) Project (40%):**
  - a. Conduct research on existing screening tools and databases for development of the CVAT.
  - b. Coordinate the work of project partners, monitoring progress and work products completed.
  - c. Convene and facilitate the Advisory Panel meetings and review process.
  - d. Track progress and prepare semi-annual reports for the EJG2G Grant.
  - e. Pursue new grants, as applicable, for future funding of climate-ready housing initiatives.
  
- 2. Capacity-Building (30%):** Lead the Development of a Database on Climate-Ready Housing (CRH) Programs or Practices
  - a. Conduct ongoing field work, collaborating with Tribes to identify Tribal (and non-Tribal) CRH programs and practices for inclusion in the database.
  - b. Build Clearinghouse (database) - Help design the functionality of the new database (software developer to build framework)
  - c. Maintain Clearinghouse - Upload new programs and practices into the database.
  - d. Build and Maintain a Listserv to disseminate new content in the Clearinghouse.
  
- 3. Training and Technical Assistance (30%)**
  - a. Respond to Tribal inquiries regarding CRH programs and practices.
  - b. Connect Tribes with other Tribes, agency or academic partners working on CRH.
  - c. Present and share findings at conferences and workshops, in coordination with THHN's Training and Technical Assistance provider.

**Qualifications and Education Requirements**

- Bachelor's degree in science, engineering or architecture.
- *Building sciences background preferred.*
- 2-4 years' experience in air quality, healthy housing, or indoor air quality.
- Tribal member preference.

**Preferred Skills**

- Technical aptitude and familiarity with building science principles.
- Familiarity with environmental sciences (air quality).
- Familiarity with Green Building principles.
- Demonstrated project management experience.
- Must have excellent written and oral communication skills.
- Public speaking skills, including preparation of slide presentations.

**Additional Notes**

This position will report to THHN's Circuit-Rider Trainer and Technical Advisor.

