

Professional Position Description

Position Title: Research Associate II: Project Coordinator
Division: Muskie School of Public Service
Department: Cutler Institute for Health and Social Policy
Location: Maine Center for Disease Control and Prevention, Augusta
Schedule: 40 hours per week, M-F, Flexible
Reports to: Assistant Research Professor (Chris Paulu)

Statement of the Job

The Research Associate II (RAII) delivers project coordination services provided under contract to Environmental Health Program within the Maine Center for Disease Control and Prevention (CDC). The RAI manages and supports the management of US CDC-funded environmental health grants including, but not limited to, a Climate and Health grant, an Environmental Public Health Tracking grant, and a Strengthening Environmental Health Capacity grant.

Essential Functions

- Coordinate, oversee, and monitor environmental health-related activities associated with two US CDC-funded environmental health grants within Maine CDC's Environmental Health Program, and support the management of a third grant.
- Provide task-based oversight of other program staff as needed.
- Engage and work with partners and stakeholders to implement public health interventions to prevent heat- and cold-related illnesses and to help communities build resilience to extreme heat and cold.
- Conduct monitoring and tracking of extreme heat and extreme cold events and distribute timely communication and resources to public health partners.
- Coordinate and support interagency efforts to establish a pollen monitoring network, including assisting with the review and synthesis of literature and data on the health effects of pollen exposure, and helping to convene and support a pollen stakeholder group.
- Convene and support a variety of other stakeholder groups, facilitate meetings, gather and summarize stakeholder feedback.
- Oversee the maintenance and expansion of the MaineTracking Network, a public-facing data portal featuring environmental health data displays, as part of an interdisciplinary team.
- Engage and work with partners and stakeholders to expand and improve the MaineTracking Network and to evaluate its utility.
- Coordinate and support intra- and inter-agency efforts to establish an interagency private well database and to provide free well water test kits to low-income Mainers through programs like WIC and MaineCare.
- Coordinate with internal communications to support the development of newsletters, social media, and website content as they relate to extreme temperature event response and other grant activities.
- Support and contribute to literature reviews and research manuscript writing.
- Prepare and monitor contracts and memoranda of agreement or understanding with outside parties and other state agencies to provide services in support of program activities.
- Prepare grant applications and reports as part of an interdisciplinary team.
- Manage grant workplans, track grant activities and progress, and meet regularly with grantor program officers for progress reporting and technical assistance.
- Monitor program and contractor expenditures, approve invoices.
- Occasional travel across the state as needed.

- Additional duties as reasonably assigned

Special Essential Functions *

- Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver's license, and compliance with Maine law regarding vehicle insurance.
- Work on federally funded projects.

Supervisory Responsibilities

None

Budget Responsibilities

Yes

Internal And External Contacts

- **Internal:** The RAII has regular contact with internal USM project colleagues.
- **External:** The RAII has regular contact with external colleagues, including daily collaboration with project staff at the Maine CDC, and regular contact with partners at community-based organizations, advisory group members, and colleagues from other state and federal public health agencies.

Knowledge, Skills, and Abilities

- Understanding of how natural and built environments impact public health.
- Understanding of tools and strategies for improving public health through policy, planning, or program development
- Knowledge or experience related to identifying the social or physical determinants of health.
- Knowledge of climate change science and/or of the public health implications of climate change
- Understanding of health equity and the ability to apply an equity lens to all work.
- Experience with grant application, management, and administration processes.
- Knowledge of public health program evaluation methods
- Skilled in stakeholder engagement and outreach.
- Excellent written and oral communication skills.
- Skilled in organizing, conducting, and documenting meetings.
- Skilled in using Microsoft Office programs.
- Understand and manage a program budget.
- Read and understand technical research documents.
- Gather, synthesize, and summarize a variety of information from multiple sources.
- Write clear and effective reports describing program activities.
- Demonstrated ability to function effectively both independently and collaboratively within a team environment.
- Possess an attitude that fosters a respectful, non-threatening workplace environment.

Qualifications

Required:

- Master's degree in public health and two (2) years of relevant professional experience; or equivalent combination of a bachelor's degree and four (4) years of relevant experience.

Preferred:

- Professional experience in the field of environmental health.
- Professional experience with grant application and management in a government agency.
- Professional experience partnering with state agency personnel on a diverse set of grant-related projects and activities.
- Experience creating and delivering professional presentations to an interdisciplinary

group of stakeholders, partners, and colleagues.

- Knowledge related to environmental health tracking and the impacts of climate change on human health.
- Knowledge related to tools and strategies for improving public health through policy, planning, or program development.
- Knowledge of public health program evaluation methods.

NOTE: All individuals who are recommended to fill and subsequently offered a position with **special essential responsibilities as checked above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

HR Use Only

Approved	March 2026
Revised	
Job Family	2
Salary Band	5
Unit	UMPSA
CUPA Code	
Employee	n/a
Position Number	00026735
Compliance	