

**Job Title:** Brownfields Grant Project Coordinator  
**Position Type:** Temporary Grant Funded Position – approx 20-25 hrs per week  
**Length of Term:** Feb - July 2010 Wage: \$13.00-\$15.00/hr (depending upon experience)

**Summary Statement:**

To provide staff support for the programming of Blue Island's USEPA-funded Community-wide Assessment Project.

**Essential Duties & Responsibilities:**

**GOAL 1: Provide research, planning and support for Brownfields Assessment Project.**

- Support staff & consultant in the maintenance of Brownfields parcel inventory.
- Update brownfields site inventory tool.
- Collect & input data.
- Assist in document preparation.
- Maintain communication between all project team and consultants.
- Attend relevant meetings.

**GOAL 2: Organize & coordinate outreach efforts to ensure representative stakeholder involvement in the implementation.**

- Prepare project outreach materials
- Organize & coordinate public workshops.
- Organize and develop web materials.

**GOAL 3: Support staff with programmatic activities required to meet federal funding requirements for USEPA Brownfields Assessment Grant.**

- Support staff with project tracking, scheduling and record keeping.
- Support staff with preparation of project status reports.
- Assist in grant budgeting, purchasing and accounting.

If you have questions regarding this position, please email the Community Development Department at [brownfields@cityofblueisland.org](mailto:brownfields@cityofblueisland.org). Interested applicants should submit their resume and cover letter via email no later than Friday, January 29, 2010. No calls please.