

Headwaters
Big Sandy - Upper Cumberland - North Fork of the Kentucky River

Job Announcement: Headwaters, Inc. Seeks Research Coordinator

Job Title: Research Coordinator

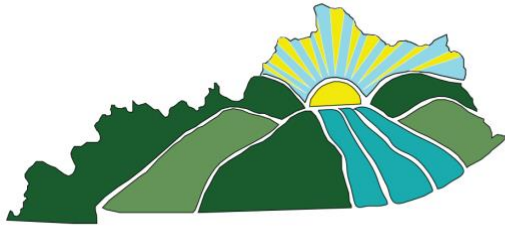
Overview: Headwaters, Inc. is looking for a highly motivated individual to join its team to support a university-community research project through the University of Kentucky, which aims to improve drinking water quality in Appalachia. The Research Coordinator position is based in Letcher County, KY. Initially, the position will be available for one year with the potential to extend through 2025. The Research Coordinator will complete all necessary tasks related to this research project along with some limited administrative and development-oriented tasks for Headwaters, Inc.

Background: The mission of Headwaters is to improve the watersheds in Letcher County through community education, access to timely and accurate water-quality information, and stewardship of local waterways. We envision a community where members are committed to and take responsibility for clean water and a desirable environment necessary for a thriving and diverse economy based in responsible business and local investment.

Position Description: This position is based in Letcher County, Kentucky. The majority of the Coordinator's time will be spent working on a National Institute of Environmental Health Sciences (NIEHS) grant through the University of Kentucky (UK) that is designed to reduce exposure to disinfection byproducts in drinking water in Appalachia. The position requires tap-water testing, community education, and working closely with UK scientists and other staff to further the aims and outcomes of the NIEHS research project. This position will also require limited administrative and development-oriented work to support the operations of Headwaters, Inc. This position will report directly to the Headwaters board of directors and will work closely with UK partners.

Job Responsibilities:

- Carry out all Headwaters' obligations for the associated research project, including but not limited to:
 - Aiding in recruitment of citizen scientists and stakeholder advisory board members
 - Performing water quality sampling in Letcher County, KY
 - Supporting citizen scientists with sampling and data collection. This may include working together with other interested citizen groups.
 - Headwaters staff will complete NIH-approved human subjects protection training (HSP), adhere to all aspects of the Institutional Review Board (IRB)-approved protocol.
 - Build and maintain strong relationships with all relevant Headwaters partners, including but not limited to the research project team at UK, members of the community, and all relevant stakeholders.



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- Complete a limited amount of administrative and development-oriented tasks to support the growth and ongoing operations of Headwaters.
- Maintain regular communication with the Headwaters board of directors regarding all completed work and upcoming work, both via quarterly board meetings and on an ongoing basis between board meetings.
- Maintain regular communication with all UK partners and community organizations involved in the NIEHS research project and all other relevant partners as needed.
- Prepare regular progress reports for UK and for inclusion in annual progress reports to NIEHS.

Qualifications & Requirements:

Personal Characteristics:

- Self-starter and task-oriented
- Relationship-building skills and ability to communicate well with diverse parties
- Kind, community-oriented, and ability to work well with diverse parties
- Professional demeanor

Education & Professional Experience:

- Bachelor's Degree
- Demonstrated ability to be self-directed and carry out meaningful work with partners
- Demonstrated ability to work closely and professionally with a variety of stakeholders and partners with varying needs
- Ability to complete complex assignments in a timely manner

Preferred Qualifications:

- At least one college-level course in the environment, biology, and/or chemistry- degree in environmental science/studies, biology, chemistry, geography or earth sciences preferred.
- Strongly articulated interest and commitment to water quality, the environment, and/or environmental science
- Relevant work experience in the sciences or environmental issues
- Valid driver's license with access to insured motor vehicle for use in field work (mileage will be reimbursed).
- Ability to walk, sit, and stand for extended periods of time, ability to climb stairs, and ability to lift heavy objects (up to 25 lbs)

Compensation Range: \$31,000-\$35,000 annual salary with additional benefits stipend

To learn more about this NIEHS research project, please visit <https://news.ca.uky.edu/article/uk-research-seeks-understand-and-reduce-environmental-exposures-eastern-kentucky>.

How to Apply: Please submit your resume, cover letter, and list of three references to Hilary Miles via email (hilary@aclc.org).