



Job Description:  
Eco-Healthy Child Care® Engagement Manager  
Full-Time Position

**Overview:**

This exciting and unique position is essential in fostering the growth, development and reach of the Children's Environmental Health Network's (CEHN) [Eco-Healthy Child Care®](#) (EHCC) program. CEHN is a national multi-disciplinary, 501(c)3 non-profit organization dedicated to promoting safe and healthy environments for all children.

The organizational focus is on education and training of key stakeholders, leadership in child health advocacy, and development and distribution of pediatric environmental health resources. Our mission is to protect the developing child from environmental health hazards and to promote a healthy environment. To achieve this mission, CEHN:

- 1) promotes the development of sound public health and child-focused national policy;
- 2) stimulates prevention-orientation research;
- 3) educates professional audiences, policy makers, and community members in preventive strategies; and
- 4) elevates public awareness of environmental hazards to children.

**Eco-Healthy Child Care® Overview**

Every child deserves the healthiest environment in which to grow and thrive. Research increasingly shows that the first years of a child's life are critical to shaping their future health and development. Small changes can have a big impact on the health and well-being of a child. Reducing or eliminating toxicants in a child's environment, such as chemicals in certain cleaning products and pesticides, can reduce the risk for illnesses such as asthma, certain learning disabilities, and even some cancers. The national Eco-Healthy Child Care® program strives to make child care facilities as environmentally healthy as possible by educating and empowering child care professionals to reduce the toxicants within their child care facilities using free or low-cost measures.

**Primary Responsibilities:**

The Eco-Healthy Child Care® Engagement Manager position is an important and visible part of CEHN's team. He/she will publicly represent CEHN while: participating in meetings with federal and national association partners; presenting at national conferences; and conducting state-wide trainings.

- Support the continued national expansion of the EHCC program
- Lead the promotion of the EHCC endorsement, to both child care professionals and parents
- Manage the program outreach, distribution and training in the Eastern half of the USA
- Conduct EHCC's 5-hour Train the Trainer session to national and state audiences
- Market EHCC through earned media, collaborative partnerships and social media outlets
- Assist in the drafting of grant proposals and reports, for private and federal funding
- Collaborate with national/state/regional child care and environmental health partners
- Cultivate resources for child care professionals re: environmental health within child care settings
- Submit proposals to national and state conferences; Represent EHCC by conducting sessions
- Support improvements to national accreditation standards and state child care licensing standards and regulations that will help prevent exposure to environmental health toxics

- Follow children’s environmental health research and ensure EHCC program materials are reflective of current best practices
- Design and implement program evaluations
- Collect and analyze data to assess program effectiveness
- Integrate EHCC concepts into CEH Day and the CEH Movement that CEHN is leading
- Support the development and work of seasonal EHCC intern(s)
- Collaborate on website, Facebook, and other social media updates
- Prepare newsletter articles and monthly updates for EHCC trainers and endorsed providers
- Assist in setting up program plans and ensuring timelines are met
- Maintain quality and accuracy of information in database and files
- Market and promote the EHCC E-Learning course
- Facilitate EHCC’s endorsement process becoming accessible online
- Conduct routine EHCC site assessments
- Up to 5% of work to provide administrative and CEHN support as needed

**QUALIFICATIONS:**

- Master's degree in environmental health/public health/policy and/or sciences required.
- 2+ years experience with children’s environmental health issues required.
- Knowledge of or experience in the child care field within the U.S. – including: Child Care Resource and Referral (CCR&R) agencies, child care licensing, accreditation, state Quality Improvement Rating Systems (QRIS), etc. – is not required but preferred.
- Excellent public speaking skills; a history of conducting trainings.
- Experience submitting proposals and reports for federal and private funding.
- High-quality written and oral communication skills essential.
- Demonstrated exceptional research skills.
- Efficient and effective outreach skills.
- Proven track record of strong collaborative partnerships.
- A self-starter able to move and grow projects as needed.
- Confident with MS Office applications.
- Experience with social media.
- Familiar with, or willing to learn, website updates in WordPress
- U.S. citizenship or legal right to work in the U.S.

**CHARACTERISTICS:**

- Detail-oriented, ability to multi-task and manage time and responsibilities well
- Self-starter with a proactive attitude who can anticipate needs
- Strong interpersonal communication skills
- Team player and quick learner who focuses on high productivity and results
- Adaptable to change and eager to engage in new projects and partnerships
- Professional, friendly, and enthusiastic personality

**LOCATION and TRAVEL:**

The Eco-Healthy Child Care® Engagement Manager position is housed within CEHN’s office in Washington, D.C. and requires 8-10 overnight trips (most are 1-2 nights) per year.

**COMPENSATION:**

Salary commensurate with experience. Position includes a competitive benefits package.

**APPLICATION PROCESS:**

The position is going to be filled as soon as possible so all candidates are encouraged to apply as soon as possible. Interested candidates should submit the following documents to Shanita Brown at [shanitab@cehn.org](mailto:shanitab@cehn.org):

- Cover letter
- Resume with *salary requirements*
- Writing sample (maximum of 5 pages)
- References (3)

You may also mail your application to:

Children's Environmental Health Network  
Attn: Shanita Brown  
110 Maryland Ave, N.E.  
Suite #404  
Washington, DC 20002

The Children's Environmental Health Network is an equal opportunity employer.