

JOB ANNOUNCEMENT
Project Manager – PEHSU West

The American College of Medical Toxicology (ACMT), a national nonprofit organization engaging in professional education and consultation on medical toxicological issues, is actively recruiting a FULL TIME experienced Project Manager to assist in establishing and managing the Pediatric Environmental Health Specialty Unit Program – West (PEHSU West). Although ACMT is based in Phoenix, the job can be done remotely. Additional information on ACMT is available at www.acmt.net.

In 1998, CDC/ATSDR established a network of PEHSUs—one in each of the ten ATSDR Regions—to address the broad problem of environmental hazards to children,¹ recognizing that pediatric care providers may not receive sufficient medical education or training on health effects of chemical and other hazardous exposures. The PEHSUs, located at ten academically based university medical centers across the United States, offer community members and professionals expert education, consultation and referral related to the prevention, evaluation, diagnosis, management, and treatment of environmentally related health effects.

In September 2014, the Agency for Toxic Substances and Disease Registry (ATSDR) selected ACMT to establish and administer PEHSUs in regions in the western half of the country for a five-year period extending through September 2019.

General description:

The Program Manager will work closely with a team of physicians who will oversee this project and as well as other ACMT staff members to establish PEHSU West and direct its daily operations. The Project Manager will be responsible for coordinating and providing support to the five regional PEHSUs in the western half of the US. Key responsibilities include:

- establishing contracts with five regional PESHUs, monitoring deliverables, evaluating progress and reporting to ATSDR;
- facilitating publication by PEHSU staff in peer-reviewed literature;
- establishing, maintaining and promoting the use of a Pediatric Environmental Health eLearning Classroom & Library;
- coordinating the review of educational material produced by the five PEHSUs;
- furthering partnerships with national professional partners and collaborators; and
- coordinating the third party evaluation of the PEHSU West Program.

The following skills and attributes are highly desired:

- Proven track record as a project manager;
- Experience in federal grant administration;
- Experience working with physicians and public health professionals;
- Excellent interpersonal and communication skills;
- Demonstrated ability to meet deadlines, manage competing priorities, and work both independently and as part of a team;
- Exceptional writing skills with the ability to digest complex concepts and distill them into clear, easily understandable documents;
- Extremely strong and demonstrated work ethic;

- High comfort level with Microsoft Office applications including Excel, non-technical website development, and online communication tools;
- A strong interest in improving reproductive and children's environmental health.

Minimum Education Required:

- Graduate degree such as an MPH or Masters in Environmental Sciences strongly preferred.

Minimum Experience Required:

- 3-5 years experience as a project manager and/or grant administrator; background in environmental or public health highly desirable.

Compensation & Benefits:

- Competitive salary, commensurate with experience.
- The Project Manager position is a full-time position and is funded through a Federal grant extending through September 2019.
- Benefits include flexible hours, paid vacation and matching contributions to a 401k plan.

Location: ACMT is located in Phoenix, but the job may be done remotely.

To apply:

Please email a cover letter, resume and writing sample to:

Paul M. Wax, MD
Executive Director
American College of Medical Toxicology
10645 N. Tatum Blvd. Suite 200-111
Phoenix, AZ 85028
ACMTjobs.PEHSU@gmail.com

Resumes will be accepted until the position is filled.

The American College of Medical Toxicology is an equal opportunity employer.

ⁱ Pediatric Environmental Health Specialty Units. Association of Occupational and Environmental Clinics. Available at <http://aoec.org/PEHSU>. Accessed 3/5/14.