



Revitalize
Community Development Corporation

240 Cadwell Drive
Springfield, MA 01104
Tel: 413-788-0014
www.RevitalizeCDC.com

Field Project Coordinator (DPH Lead Program)

Neighborhood Sustainability Department | Revitalize CDC

Position Overview

Revitalize Community Development Corporation (Revitalize CDC) is seeking a mission-driven and detail-oriented Lead Hazard Reduction Coordinator to support the implementation of lead hazard control and healthy homes interventions across our service area.

This role sits within the Neighborhood Sustainability Department and works closely with the Program Manager and Healthy Homes Specialist to coordinate and deliver high-impact home repair and environmental health projects. While the primary focus of this position is the DPH Lead Grant Program, the Coordinator will also support related initiatives—including Healthy Homes, energy efficiency, and neighborhood-based programs like #GreenNFit—helping ensure projects move forward smoothly from planning through completion.

This is a highly collaborative, field-oriented role for someone who thrives in a fast-paced, community-focused environment and is passionate about creating safer, healthier homes.

Key Responsibilities

Lead Hazard Reduction (Primary Focus)

- Coordinate the day-to-day implementation of lead hazard reduction projects funded through the DPH Lead Program
- Support execution of scopes of work including lead abatement, interim controls, and healthy homes interventions
- Ensure all work aligns with applicable regulations, including EPA RRP, HUD Guidelines, and Massachusetts lead laws

Project Coordination & Field Management

- Schedule and coordinate licensed contractors, inspectors, and environmental professionals
- Oversee on-site remediation activities to ensure work is completed safely, on time, and to quality standards
- Conduct regular site visits to monitor progress, address issues, and support successful project delivery
- Collaborate with internal staff to manage timelines, scope adjustments, and project flow

Compliance & Documentation

- Maintain organized and accurate project records in alignment with DPH and other funding requirements
- Track contractor documentation, schedules, and compliance milestones
- Support reporting, audits, and program monitoring activities

Resident & Community Coordination

- Serve as a key point of contact for homeowners and tenants during project implementation
- Clearly communicate project timelines, expectations, and next steps
- Support relocation coordination when required to ensure resident safety

Neighborhood Sustainability Program Support

- Assist with coordination of additional Neighborhood Sustainability initiatives, including:
 - Healthy Homes interventions
 - Energy efficiency and weatherization coordination
 - Community-based programs such as #GreenNFit Neighborhood Rebuilds
- Contribute to a team-based approach that integrates housing quality, environmental health, and community revitalization



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Who We're Looking For:

This role is best suited for someone who:

- Is comfortable working in both office and field environments
- Can professionally navigate difficult conversations and solve problems in real time
- Has strong attention to detail and follows through on tasks independently
- Understands how to manage timelines, schedules, and contractor relationships
- Is proactive, resourceful, and able to prioritize in a fast-paced environment
- Cares deeply about housing quality, community impact, and resident experience
- Can build trust with homeowners while maintaining professionalism and project expectations
- Thrives in a collaborative, team-oriented environment but can also work independently

Qualifications

- Experience in construction coordination, housing rehabilitation, environmental health, or a related field
- Strong organizational skills with the ability to manage multiple projects simultaneously
- Comfort working both in the field and in a project coordination capacity
- Excellent communication skills and ability to work with residents, contractors, and partners
- Commitment to Revitalize CDC's mission of healthy homes and community revitalization
- Valid driver's license and ability to travel regularly to project sites

Preferred Qualifications

- Experience or desire for experience with lead hazard reduction, healthy homes, or publicly funded housing programs (DPH, HUD, etc.)
- Certifications such as EPA RRP, Lead Supervisor, OSHA, or BPI (or willingness to obtain)

Why This Role Matters

At Revitalize CDC, we believe that everyone deserves a safe and healthy home. This role is critical to delivering that impact—helping families live in environments free from lead hazards while supporting broader neighborhood sustainability efforts. From coordinating critical repairs to contributing to community-wide initiatives like #GreenNFit, this position plays a hands-on role in building stronger, healthier neighborhoods.

Full-Time Benefits:

- Competitive Pay
- Paid Time Off
 - 3 personal days
 - 5 Personal Illness Days
 - 15 Paid Holidays
 - Vacation
- 401K Matching Plan
- Medical, Dental, Vision, Prescription Insurance
- Term Life and ADD Insurance, Including Short Term Disability
- Tuition Assistance & Professional Development
- Flexible Work Schedule
- Health Savings Account (HSA) for: Medical expenses, Dependent care, Adoption assistance, Wellness Stipend

Salary Range: \$50,000-\$55,000