

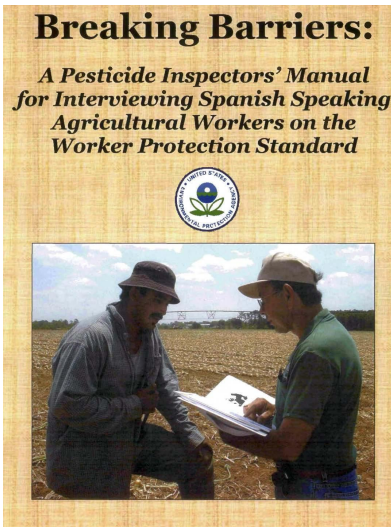


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## **Request for Applications: Project Coordinator and Lead Writer**

### **For WPS Inspectors – Building Bridges: Overcoming Cultural and Language Barriers During WPS Inspections**

The Pesticide Educational Resources Collaborative (PERC) invites applications for a Project Coordinator and Lead Writer to recruit a national team of paid and volunteer contributors. The team will create a pair of resources for English-speaking WPS inspectors to assist them while interviewing Spanish-speaking agricultural workers during WPS inspections. An interviewing guide and flipchart are anticipated for release in 2024. The pieces will serve to replace the 2007 EPA Breaking Barriers document (EPA 305-K-07-002) and its accompanying flipchart (EPA 305-E-07-002).



**The Project:** The cultural and language barriers present during WPS inspections can hinder an effective interview, and subsequently hinder the protection of the farmworker. The primary goal of this project is to replace the 2007 Breaking Barriers document created by EPA Region 4. The resources will be designed as tools to assist the pesticide inspector in reaching out to Spanish-speaking agricultural workers with limited English-speaking skills. Expanding the channels of communication will facilitate the interview process.

- The new resources will consist of an interviewing guide and flipchart. The interviewing guide will address strategies to overcome cultural and language barriers. The flipchart will be designed as an interview screening tool.
- Both resources will be consistent with the revised 2015 Worker Protection Standard.
- The interviewing guide and flipchart for use in workplace interviews will be offered online for free in digital format. Adopters may request printable files for them to print on their own.

## **The Work:**

- Coordination: One team member will take the lead, participate in recruiting team members with subject matter expertise, maintain a project timeline/plan, and coordinate with PERC Administrators. (Paid position)
- Writing: One team member will serve as the Lead Writer, which may involve writing independently and/or incorporating content from several contributors. (Paid position)
- Expert contributions: Subject Matter Expert (SME) team members may include WPS inspectors, farmworkers, farmworker advocates, cultural sociologists, EPA's Office of Enforcement and Compliance Assurance, and others, as identified. Volunteer experts will be from the regulated community, industry, government, and/or academia. Compensation for some of these roles may be available.

The coordination/writing work may be performed by one – two (1 - 2) people. For example, one person may serve as Project Coordinator, supervising a Lead Writer and several expert contributors. Alternatively, one person may serve as Project Coordinator **and** Lead Writer, working with input/feedback from volunteer expert contributors.

No travel is anticipated. Teams will convene via remote meeting technology.

The level of effort for the Project Coordinator and Lead Writer will depend on the number of experts recruited, the team's availability (hours/week), and skill level. PERC predicts the peak effort for the scoping phase between June - August 2023 and could include up to about 5-10 hours per week. It is expected that all outputs will be completed by early 2024, although PERC may need the Project Coordinator to be available a bit longer to respond to user feedback.

## **Project Coordinator Job Functions:**

Job responsibilities may include some or all of the following:

- Collect national best practices and resources relevant to the scope of this project.
- Communicate with team members, PERC Administrators, and EPA on project status.
- Working with PERC Administrators, recruit and select qualified stakeholder experts using a transparent process.
- Participate in developing content (optional).
- When appropriate, ensure that feedback is incorporated.
- Maintain ongoing consultation via PERC Administrators with EPA to ensure regulatory accuracy.
- Represent the project in one or more stakeholder gatherings to describe the new piece of training material and/or its development process.

## **Lead Writer Job Functions:**

Job responsibilities may include some or all of the following:

- Assist with collection of national best practices and resources relevant to the scope of this project.
- Review draft materials, look at other examples, and collaborate on best practices/strategies.
- Lead content development in a way that is culturally-sensitive, technically accurate, and optimized for learner-success, with a cohesive voice/tone throughout.
- In consultation with the Project Coordinator, incorporate feedback from the drafting teams.
- Maintain ongoing consultation with Project Coordinator and PERC Administrators and EPA to ensure regulatory accuracy.

**Eligibility:** Academic/private/non-profit educators, state and tribal regulators, and experienced project coordinators and writers are encouraged to apply. Funding is available to compensate the Project Coordinator and Lead Writer for their time, pending the applicants' eligibility to accept payment under the rules governing this cooperative agreement. Compensation for other roles noted above may also be available.

**Application Procedure & Selection:** Please send a letter of interest specifying for which role(s) you would like to be considered, your qualifications, availability, compensation requirements, and your interest in the project.

**Application Receipt Deadline: Monday, May 8, 2023    Earliest start date: ~ Monday, May 29, 2023**

PERC Administrators from the University of California of Davis Continuing and Professional Education and Oregon State University will make the final selections using a score-sheet based on listed qualifications. Applicants will be notified by May 15, 2023.

For questions, please contact [PERCsupport@ucdavis.edu](mailto:PERCsupport@ucdavis.edu).

**About PERC:** PERC is led by University of California of Davis Continuing and Professional Education and Oregon State University, and is funded by a 5-year cooperative agreement (#X8-84019401) from the U.S. EPA. PERC aims to protect the public and the environment by minimizing the misuse of pesticides, increasing access to high-quality education for applicators, and managing projects in support of safe pesticide use, thereby ensuring the safety of chemicals in the marketplace, and advancing the safe use of pesticides. This is complementary to the Environmental Protection Agency's 2022-2026 Strategic Plan, Goal 7 – Ensure Safety of Chemicals for People and the Environment, Objective 7.1: Ensure Chemical and Pesticide Safety". See <http://pesticideresources.org>.