

Community Liaison Position Descriptions: SECOG Brownfields Coalition Grant

Target Area: 11 Machine Shop Hill Road, South Windham, CT

Position Summary

The Community Liaison will support community engagement efforts for the EPA-funded Brownfields Coalition Grant in the Windham Target Area (centered around 11 Machine Shop Hill Road). This role is a term-limited, hourly support role totaling approximately 80 hours over several months and is not full-time employment. SECOG (Southeastern Connecticut Council of Governments), the regional planning organization serving municipalities in Southeastern Connecticut, is the employer for this position and serves as the lead agency for the EPA Brownfields Coalition Grant. This role is designed for an individual active in the local community who will help connect residents, businesses, and stakeholders to brownfields assessment and reuse planning activities.

Brownfields, according to the US EPA, are properties where redevelopment or reuse is complicated due to environmental contamination, which can include hazardous substances, pollutants, or other contaminants. SECOG serves as the lead agency for the EPA Brownfields Coalition Grant, coordinating environmental assessment, redevelopment planning, and community engagement across the region. SECOG works with partner organizations and municipalities to ensure that community input shapes the future reuse of brownfield sites, with Community Liaisons playing a key role in local outreach and engagement efforts. More information on Brownfields can be found on [SECOG's Brownfields Webpage](#).

The Liaison will conduct grassroots outreach, facilitate conversations, and ensure a meaningful pathway for community input to be incorporated into redevelopment planning. This position emphasizes relationship building, informal engagement, and improving understanding of environmental conditions and redevelopment opportunities associated with brownfield properties.

Each Liaison will focus on one target area and work closely with SECOG, CT RC&D, and project partners.

Key Responsibilities

Community Engagement & Outreach

- Undergo training
- In partnership with SECOG staff, create a community engagement plan to execute
- Conduct one on one and small group conversations with residents, business owners, and community stakeholders to gather input on redevelopment priorities
- Complete a minimum of 20 community conversations (informal or formal touchpoints) and document key themes and feedback
- Identify and participate in community events, meetings, and local gatherings to increase awareness of brownfield activities
- Help ensure engagement reaches target audiences and underrepresented populations

Support Reuse Planning

- Gather and communicate community perspectives related to reuse goals and redevelopment opportunities
- Share information about ongoing site assessments and planning efforts in clear, accessible language
- Assist in shaping community engagement strategies tailored to the local area

Coordination & Communication

- Coordinate regularly with SECOG, CT RC&D, and project partners
- Attend periodic project meetings and trainings
- Provide summaries of outreach activities, including community concerns, priorities, and opportunities
- Help improve local understanding of:
 - Brownfield redevelopment processes
 - Environmental and health considerations
 - Potential economic and employment opportunities

Compensation & Schedule

- Hourly paid position
- Up to 80 hours total over the project period (Expected July 2026-January 2027)
- Compensation rate: \$38/hour
- Up to \$200 in reimbursable direct expenses
- Anticipated compensation: up to \$3,440 over the project period

Qualifications

Required

- Strong connection to and familiarity with the South Windham community
- Excellent interpersonal and communication skills
- Ability to engage people from diverse backgrounds in informal and formal settings
- Ability to work independently and document outreach activities

Preferred

- Experience with community engagement, outreach, or organizing
- Knowledge of local issues, community groups, or neighborhood networks
- Interest in environmental issues, redevelopment, or public planning
- Multilingual abilities (strongly encouraged)

Please use this link to apply: [SECOG EPA Brownfields Coalition Grant - South Windham Community Liaison Application – Fill out form](#)