

Environmental Analyst II

Water Resource Protection (Lowell, MA)

NEIWPCCC is a regional commission that helps the states of the Northeast preserve and advance water quality. We engage and convene water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across the regions, ecosystems, and areas of expertise.

This person will assist the Director of Water Resource Protection Programs with various program issues, activities, and grants related to source water protection, emerging contaminants, and non-point source pollution. They will oversee NEIWPCCC staff working in the New York Source Water Assessment and Protection Program.

Additionally, they will work with other NEIWPCCC project officers to prepare individual project/program element work plans and budgets, approve payments under those projects, and pursue potential new sources of funding for projects. As well, they will assist in the preparation of grant applications for new and existing projects, contracts, and final project reports.

DUTIES AND RESPONSIBILITIES:

Project management. Serve as project manager for work in support of NEIWPCCC's mission, with guidance from the Director of Water Resource Protection Programs.

Workgroups. Organize workgroup meetings, webinars, and related forums of appropriate state and federal staff. Arrange for meetings, distributes information, chair or co-chair meetings. Prepare workgroup updates for Executive Committee and Commission meetings. (Source Water Protection workgroup, Emerging Contaminant Workgroups, and Non-Point Source Pollution workgroup.) Collaborate with other program staff in the management of the Tracking & Accounting Collaborative, an interdisciplinary group addressing regional tracking and accounting efforts aimed at pollution reductions.

Work plans/budgets/contracts/grants. Develop work plans, budgets, and contract/grant amendments and provide contract management. Track specific budget elements and contracts. Provide reporting on contracting deliverables under NEIWPCCC's contracts, including contracts with the New York State Department of Health and New York State Department of Environmental Conservation.

Programmatic topics. Coordinate with Division Director and NEIWPCCC's Workgroups and Commissioners to identify and address regional priorities for better coordination of Safe Drinking Water Act and Clean Water Act activities; for source water; for emerging contaminants; and for Non-Point Source Pollution. Coordinate with Wastewater and Onsite Program and Water Quality Program staff on crosscutting program issues. Answer miscellaneous inquiries from state and federal agencies, consultants, and the general public about drinking water, source water protection, emerging contaminants, wastewater, water quality, technical publications, and NEIWPCCC programs. Draft or review policy position papers.

Quality management. Work with Quality Assurance Program Manager with review of Quality Assurance Project Plans as needed.

Outreach. Maintain appropriate webpages on NEIWPCCC website to ensure they are up-to-date and accurate. Provide background materials or write articles for various NEIWPCCC, or other, publications.

RECOMMENDED QUALIFICATIONS:

A master's degree in environmental science, natural science, public health, earth science, biology, chemistry, or related field preferred.

5+ years of work experience in the field of environmental studies, natural science, public health, earth science, biology, chemistry or a related field preferred.

Excellent oral and written communication skills; comfortable with public speaking and the ability to express thoughts clearly and concisely in writing.

Ability to work independently, as well as a collaborative member of a team.

Ability to travel regionally and nationally when travel is permitted again.

Possess a valid driver's license and access to own transportation.

NEIWPCCC offers a competitive compensation package, including excellent comprehensive benefits for eligible employees. If interested, we welcome you to send a cover letter, resume, and writing sample to us at jobs@neiwpc.org by January 4, 2021. Please reference #21-Lowell-002 in the email subject line.

NEIWPCCC is an equal opportunity employer, and will not discriminate against any employee or applicant for employment because of their race, color, creed, religion, national origin, gender, sexual orientation, gender identification, marital status, physical and mental disability, ancestry, genetic information, age, political or union affiliation, pregnancy or related medical conditions, military service or application for military service, veteran status, or any other status or classification protected by applicable law. Physical or mental disabilities will be considered only as they may relate to the candidate's ability to fulfill bona fide job requirements. This policy refers to all personnel practices including employee recruiting, hiring, transfers, promotions, training, disciplining, terminating and all other conditions.