

TITLE: ENVIRONMENTAL ANALYST I (CAC Coordinator)

EMPLOYER: NEIWPCC, Wannalancit Mills, 650 Suffolk Street, Suite 410, Lowell, MA 01854

LOCATION: Lake Champlain Basin Program office, 54 West Shore Road, Grand Isle, VT 05458

SALARY: Grade and Step dependent upon level of experience and qualifications

ADDITIONAL INFORMATION: Full-time benefits provided, but not included in salary range: vacation, personal and sick leave, health, life, disability, dental insurance, and retirement plan. This position is an 80% of full-time position and therefore benefits are pro-rated.

BACKGROUND INFORMATION: NEIWPCC 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 shared regions, ecosystems, and areas of expertise. NEIWPCC connects us to others working for clean water across the Northeast.

The Lake Champlain Basin Program (LCBP) coordinates and funds activities that protect and improve the natural and human resources of the Lake Champlain Basin. Partners in the program include the States of New York and Vermont, the Province of Quebec, NEIWPCC, the U.S. EPA, the U.S. National Park Service, and the International Great Lakes Fishery Commission. LCBP also collaborates with several other agencies and organizations at the federal, state, and local levels, including private firms and academic institutions. LCBP is a program partner of NEIWPCC.

JOB SUMMARY: The LCBP Citizen Advisory Committee Coordinator (CAC Coordinator) is responsible for coordination of the New York and Vermont Citizen Advisory Committees. Coordination includes working with Committees to establish meeting schedules, agendas, and annual goals for each committee. Incumbent will work with LCBP, New York DEC, and Vermont ANR to develop and fulfill committee membership for each jurisdiction. Incumbent will provide staff support for each New York and Vermont CAC meeting, recruit speakers, secure meeting spaces, provide necessary meeting supplies, and meeting documentation. Incumbent will conduct outreach to communities to promote CAC meetings, activities, and annual goals or priorities. Incumbent will work closely with New York and Vermont State staff to ensure coordinated messaging and communication between the States, LCBP, and the CAC membership. Incumbent will arrange legislative days for CAC committee members to engage in discourse with State legislators and other officials. Incumbent will not engage in advocacy or lobbying efforts. Incumbent will attend the Quebec CAC (OBVBM) meetings on a regular basis. Incumbent will coordinate one joint meeting among the three CACs annually to foster collaborative work, communication, and messaging across the jurisdictions of the Lake Champlain basin. Incumbent will attend LCBP Committee meetings as appropriate.

DUTIES AND RESPONSIBILITIES:

- **Citizen Advisory Committee Coordination.** The New York and Vermont Citizen Advisory Committees meet monthly, approximately 7-10 times per year. Work with Chairs of the New York and Vermont Citizen Advisory Committees to coordinate monthly meetings and ad-hoc meetings. Includes drafting agendas, recruitment of speakers, meeting facilitation, securing meeting space, provision of meeting documentation. Produces annual deliverables such as priorities fliers or action plans for each CAC. Work to build membership across both groups to represent diversity of interests

related to Lake Champlain basin. Arrange legislative days for CAC committee members to engage in discourse with State legislators and other officials. Attend the Quebec CAC meetings on a regular basis; serve as a liaison among the three jurisdictional CACs, the LCBP, and State-level Departments and Agencies. Build and improve connection between CACs and stakeholder groups within their respective jurisdictions. Meet regularly with staff from State environmental departments or agencies to build and strengthen connections and communication channels with the CACs. Organize annual meeting with membership from all three CAC groups to network and identify common annual priorities.

- **Community and Stakeholder Outreach.** Attend regular meetings for Champlain basin-focused watershed groups and other organizations. Share messaging and priorities from CACs to stakeholders, and bring key points and concerns back to CACs for discussion. Work with other LCBP outreach staff to develop outreach materials in digital and print form to promote work of CACs to stakeholder groups.
- **Workgroups.** In collaboration with the Education and Outreach Coordinator, provide support for LCBP-driven workgroups, including Healthy Soils, Champlain Basin Education Initiative, and others as needed. Support may include coordination of meeting logistics, agenda development, speaker recruitment, and follow-up work as outcomes from meetings.
- **Programmatic topics.** Provide regular updates on CAC activities to LCBP staff, and to LCBP committees as needed. Develop CAC-driven materials for outreach work. Assist the LCBP Education and Outreach Coordinator and LCBP E&O team in the implementation of LCBP outreach tasks and oversight of selected contracts, including evaluating deliverables, budgets, and workplans. Organize outreach workshops in coordination with the CACs to address water quality challenges in the Lake Champlain Basin. Develop and deliver effective presentations at stakeholder forums and other LCBP meetings. Serve on professional and advisory committees on behalf of LCBP.
- **Website.** Support development and content management of the LCBP website, including content for the CACs on www.lcbp.org. Provide data interpretation and assist with the development of infographics and other content for the State of the Lake Report and related LCBP outreach documents.
- Other duties as assigned.

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of NEIWPC's and LCBP's programs, organization, and policies, to exercise initiative and resourcefulness in complicated situations, and to be able to work effectively with state and federal contacts at both staff top management levels, and with varied professional backgrounds. The ability to organize workload and perform tasks in an accurate, conclusive, and timely manner is required.

SUPERVISORY CONTROLS: Incumbent operates with some degree of independence of action subject to the supervision of the LCBP Education and Outreach Coordinator who provides instruction on work, guidance and review of completed work to assure accuracy and adherence to established policy and requirements. Independently performs tasks in an efficient and effective manner, using good judgment. LCBP Education and Outreach Coordinator evaluates job performance in consultation with NEIWPC

Lowell, Mass. staff.

The incumbent will rely on their ability, expertise, and commitment to excellence. The incumbent also will build NEIWPC's culture which focuses on honesty, ethical behavior, personal integrity, respect for others, transparency, hard work, and collaborative teamwork.

Based on assignment, incumbents of positions at this level may exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to, and review the performance of 1-5 technical or professional personnel; may exercise indirect supervision (i.e., through an intermediate level supervisor) over 6-15 technical or other personnel; and/or may exercise functional supervision (i.e., over certain but not all work activities, or over some or all work activities on a temporary basis) over 1-5 technical or professional personnel.

RECOMMENDED QUALIFICATIONS:

Education

A bachelor's degree, in natural science, physical geography, or natural resource management is preferred.

Experience

Applicants must have at least (A) three years of full-time or equivalent part-time, technical or professional experience in the above-mentioned fields, of which (B) at least one year must have been in a professional capacity and (C) any equivalent combination of the required experience and the following substitutions.

Substitutions

- I. An associate's degree with a major in any of the field listed above may be substituted for a maximum of one year of the required (A) experience.*
- II. A bachelor's degree with a major in any of the fields above may be substituted for a maximum of one year of the required (A) experience.*
- III. A graduate degree with a major in any of the fields above may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.*

*Education towards such a degree will be prorated on the basis of proportion of the requirements actually completed.

Personal Characteristics

- Think and act in a broad collaborative style. Care deeply about the health and impact of all of NEIWPC and the Lake Champlain Basin Program
- Comfortable in group settings and welcomes collaboration
- Naturally prone to action with a focus toward continuous improvement
- Diplomatic and welcoming in their approach to others
- Able to manage change and articulate the need for that change
- Comfortable working in a very collaborative environment and oriented toward getting things done; able to bring perspectives and ideas to the table while remaining open to perspectives and ideas from others. Open to lively debates
- Inclusive and interested in helping others
- Capable of fostering and deserving of trust

- Accept responsibility and is accountable for results
- Ability to write concisely, to express thoughts clearly and to develop ideas in logical sequence

Special Knowledge and Skills

- Fluency or proficiency in French is highly desirable
- Excellent verbal and written communication skills in English and French
- Excellent grammar and editing skills
- Knowledge of or experience with Lake Champlain Basin resource issues
- Experience working with communities or stakeholder groups, coordinating meetings and event planning
- Familiarity with technical data and systematic approaches to quality assurance and quality control
- Ability to work both independently and as part of a team
- Ability to establish and maintain effective working relationships within diverse groups
- Excellent computer skills, particularly word processing, spreadsheet and data analysis software, and geographic information systems
- Ability to exercise considerable tact and diplomacy
- Experience with or interest in technical data communication and infographic design

Requirements

Duties will be performed largely in an office setting, but may include outdoor field assignments, and will require travel to various meetings locations in Vermont, New York and Quebec, for which a private means of transportation and a valid passport or smart-license is required. Occasional weekend work may be required.

Attendance in the NEIWPC Lowell office for a one-day orientation during the first two weeks of employment and at the annual All-Staff Meeting is mandatory.