

TITLE: Assistant Information Officer - Communications and Publications Assistant

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

JOB LOCATION: Lake Champlain Basin Program office, 54 West Shore Rd., Grand Isle, VT

SALARY: Paid hourly, rate dependent upon level of experience and qualifications.

ADDITIONAL INFORMATION: This is a part-time, temporary position scheduled for 20 hours per week for up to six months (not to exceed 500 hours) from September 2022 to winter 2023. There is a possibility the position may extend beyond the given timeframe. Benefits are not provided, except for social security, workers compensation, unemployment insurance, and the elective deferral (employee contribution) portion of the 403(b) retirement plan. NEIWPC is committed to the professional development of our interns and employees.

BACKGROUND INFORMATION: NEIWPC 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. NEIWPC is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

NEIWPC serves as financial administrator and program advisor to the Lake Champlain Basin Program (LCBP). As such, NEIWPC employs the program staff, including the Program Director, and maintains the program office in Grand Isle, Vermont.

The 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 Vermont and New York, the Province of Quebec, NEIWPC, 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.

JOB SUMMARY: The Lake Champlain Basin Program (LCBP) seeks a candidate to assist with communications and publications tasks, including maintenance of LCBP-managed websites and production of LCBP education and outreach materials.

DUTIES AND RESPONSIBILITIES:

- Maintain and update LCBP-hosted websites and other digital platforms (lcbp.org, Champlain Valley National Heritage Partnership, Lawn to Lake, Lake Champlain Basin Atlas, State of the Lake and Watershed Matters)
- Maintain and update the LCBP's Pics.io photograph and creative asset catalog
- Fulfill internal and external requests for photos, maps, data, and other assets.
- Maintain and prepare materials for the LCBP's social media platforms, including Facebook, Instagram, Twitter, and YouTube
- Prepare and format content for *Casin' the Basin* e-newsletter, press releases, and other outreach materials
- Assist with LCBP IT and telecommunications support
- Prepare for LCBP and Education and Outreach meetings and conferences

- Other duties as assigned

RECOMMENDED QUALIFICATIONS:

Education:

A bachelor's degree in environmental science, communications, or a related field. Students currently pursuing a degree, with senior undergraduate standing, are qualified.

Experience:

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

Substitutions:

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

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

Special Knowledge and Skills

- Basic knowledge of web maintenance and development, including basic HTML and CSS
- WordPress or similar web development/content management system platform
- Knowledge of Adobe Creative Suite, including Illustrator and Photoshop is helpful
- Some knowledge of geographic information systems and ArcGIS StoryMaps is helpful, but not necessary
- Basic knowledge of computer and network systems hardware and software desirable, including Microsoft suite of applications, (SharePoint, OneDrive, and Teams environments)
- Knowledge of Lake Champlain or watershed issues that are transferable to Lake Champlain
- Ability to work independently and maintain consistent (but flexible) working hours while meeting schedule requirements.
- Minimum of senior undergraduate standing or equivalent experience
- Strong organizational skills and attention to detail
- Ability to interact positively and in a professional manner in a team setting

Environmental Factors

Duties will be performed largely in an office setting, with potential for travel for which a valid driver's license and private means of transportation must be available.

Requirements

Valid driver's license. Candidates must have regular access to reliable internet service.