

TITLE: ASSISTANT INFORMATION OFFICER (Lowell office)

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

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

SALARY: Grade and Step dependent upon qualifications and experience.

ADDITIONAL INFORMATION: Benefits provided, but not included in salary range: vacation, personal and sick leave; health, dental, disability and life insurance; retirement plan. This position requires the incumbent to work Monday through Friday, 7½ hours per day, except for approved compensatory time.

BACKGROUND INFORMATION: NEIWPCCE 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.

JOB SUMMARY: Provides administrative support to Programmatic Divisions (Water Quality, Water Resource Protection, and Wastewater) and Business Divisions (Business Operations, Human Resources, Communications, and Fiscal). Assists staff in order to optimize workflow in the office.

DUTIES AND RESPONSIBILITIES: The incumbent will work with other Assistant Information Officers and Business Operations Staff to provide support to assigned functional groups in the Lowell office including collecting information from various NEIWPCCE programs and assist in drafting periodic publications or communications for both internal and external audiences.

Programmatic Divisions: Support the division staff, assisting with correspondence with state and federal employees, workgroup meeting setup and support, preparing meeting materials, certifications and training support, payment tracking, webinar assistance, making travel arrangements, and assisting with incoming questions regarding any of NEIWPCCE's programs.

Business Divisions: Support the Executive Director and Business Operations Director, Executive Committee and Commission, assisting with correspondence and documentation, upkeep of procedural documents, coordinating bulk mailings, database and file upkeep, and IT resource assistance. Support meetings and conferences, including venue research, attendee and exhibitor correspondence, booking travel arrangements, event set-up and onsite registration, attendee travel reimbursements, and reporting.

General Administrative Support: Greet office guests, answer and route telephone calls, sort and distribute mail, assist with and coordinate basic printer and fax maintenance, scheduling and calendar tracking, supply ordering, presentation and document editing, website edits, routine reporting, and general administrative support.

Other duties, as assigned by supervisor.

SUPERVISORY CONTROLS: Incumbent operates with some independence of action within their area of activity. Job performance is evaluated by the Business Operations Manager in consultation with the other NEIWPC project managers being supported, as appropriate.

The incumbent will rely on their ability, expertise, and commitment to excellence. They will also demonstrate behaviors that are essential to NEIWPC's culture of honesty, ethical behavior, personal integrity, respect for others, transparency, hard work, and collaborative teamwork.

RECOMMENDED QUALIFICATIONS:

Education

A bachelor's degree in one of the following: accounting, auditing, business administration or business management, communications, environmental/natural resource management, geographic information systems or a related field.

Experience

Applicants must have at least one year of experience in a professional capacity.

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.*

* 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 the entire organization
- 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 "value case" for it
- 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

- High degree of multi-tasking and time management capability

- Ability to review, proofread, and edit documents and presentations as needed
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint, and Access)
- Experience with computerized telephone systems
- Excellent grammatical, organizational, and interpersonal skills
- Ability to work independently and as part of a team
- Integrity and professionalism
- Willingness to cover colleagues in the event of workflow issues or absences
- Punctuality
- Ability to maintain confidentiality
- Attention to detail

Environmental Factors

This is an in-office position. Duties will be performed largely in an office setting, but with need for limited travel for which a valid driver's license and private means of transportation must be available. Position will require travel both regionally and nationally. Will require occasional night and weekend work. After six months of employment, this position may be eligible for a partial telework schedule for office-based duties, subject to approval and determined by program and office needs.

Requirements

- A valid driver's license and access to own transportation is highly desirable.
- Attendance at the annual All Staff Meeting is mandatory.
- COVID-19 Vaccination required.