

TITLE: Information Officer (Science Writer – Long Island Sound Study)

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

LOCATION: EPA Long Island Sound Office, Stamford Government Center, 888 Washington Boulevard, Stamford, CT 06904-2152

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 is a partner organization of the Long Island Sound Study (LISS), a program of the EPA National Estuary Program. LISS is a cooperative effort involving researchers, regulators, user groups and other concerned organizations and individuals. Working together, these partners have developed a Comprehensive Conservation and Management Plan (CCMP) to restore and protect the Long Island Sound, built around four principles: Clean Waters and Healthy Watersheds; Thriving Habitats and Abundant Wildlife; Sustainable and Resilient Communities; and Sound Science and Inclusive Management. Long Island Sound is an estuary with a coastal population in New York and Connecticut of nearly 4 million people, with nearly 9 million people in the watershed. The watershed includes New York, Connecticut, four other New England states and a small part of Quebec.

The incumbent will be a full-time staff person hired by NEIWPC to participate in bi-state public involvement, education, and communication activities for the Long Island Sound Study (LISS). The incumbent will be located in the Long Island Sound (LIS) Office and will work alongside the NEIWPC LISS Communications Coordinator and the LIS Office through a work plan approved by the LISS Management Conference.

JOB SUMMARY: The incumbent's work will be focused on showcasing projects funded by LISS that are using the best available science and nature-based management initiatives to restore and protect the Sound and its habitats, and to protect coastal communities. The content will appear on LISS's two websites, www.longislandsoundstudy.net and lissclimatechange.net, in *Sound Matters* (an e-newsletter), on new factsheets, and social media (Facebook, Twitter, Instagram). The incumbent will report to the LISS Communications Coordinator based in the EPA Long Island Sound Office in Stamford, CT.

The position requires regular travel throughout the Long Island, New York and Connecticut coastal areas. May occasionally require travel to New York City, Boston, MA, Washington, DC or other locations to present information on Long Island Sound at meetings, workshops, conferences. etc.

DUTIES AND RESPONSIBILITIES:

Working with the Communications Coordinator, the incumbent will be expected to:

- Assist in annual review the LISS Communications, Outreach, and Engagement work plan, with an emphasis on the communications component of the work plan. Identify strengths and weaknesses and identify new concepts and materials to supplement existing materials as well as funding priorities.
- Assist on the revision and re-structuring of the LISS CCMP, providing technical feedback

- and considerations needed to maintain effective Science Communication
- Develop and coordinate the publication of LISS's major public outreach products, including a new web-based report to track the outcomes and goals of the Comprehensive Conservation and Management Plan and the health of Long Island Sound.
 - Write articles, technical summaries, and factsheets that highlight climate resiliency projects and research initiated by the LISS and its partners.
 - Assist with the Living Shoreline Projects interactive map and web page. Highlight examples of living shoreline projects in the Sound, including at Stewardship Areas.
 - Work with the Communications Coordinator and five Sustainable and Resilient educators with the CT and NY Sea Grant programs to update the LISSclimatechange.net website to focus on Climate Resiliency.
 - Draft and coordinate social media content.
 - Work with NEIWPC's Quality Assurance Program Manager to review Quality Assurance Project Plans as needed, with the opportunity to become a QA Designee if appropriate.
 - Provide background materials or draft or write articles for various NEIWPC, or other, publications. Present work products and programs to stakeholders and the general public.
 - As needed, make updates to the LISS Stewardship Atlas.
 - Archive photos used in Google Photos.
 - Participate in regular meetings of the Long Island Sound Communications Team.
 - Other duties as assigned.

Requirements

- A valid driver's license and access to own transportation required.
- Attendance is mandatory in the Lowell office for orientation and at the annual All Staff Meeting (held the last Thursday and Friday in March each year).
- This is a full-time position. This position requires incumbent to be in the office or at the assigned work location Monday – Friday for the first six months of employment. After six months of employment, this position may be eligible for a partial telework schedule, subject to approval and determined by program and office needs. Telework schedules are authorized by the Executive Director.
- Proof of COVID-19 Vaccination required.

PREFERRED QUALIFICATIONS: A master's degree in marine environmental science or policy, engineering, English, journalism, communications, language arts, liberal arts, or a related field.

At least seven years of full-time or equivalent part-time, technical, or professional experience in the above-mentioned fields, of which at least five years must have been in a professional capacity.

Special Knowledge and Skills

- Ability to work effectively to establish professional credibility with scientists, engineers, managers, and citizens.
- Excellent communication, writing, and proofreading skills and attention to detail.
- Ability to successfully handle multiple tasks and work with diverse individuals and organizations in fast-paced, in-person and remote environments.

- Ability to work independently, responsibly, and diligently while being an effective team player.
- Ability to listen to and communicate with a diversity of stakeholders and collaborators with different interests and backgrounds.
- Competency in Microsoft Office Suite (Excel, PowerPoint, and Word), WordPress, photo and video editing programs, and virtual meeting platforms (e.g., Zoom and Teams).
- Competency in photography and photo editing.
- Ability to shoot and edit short videos to accompany articles is desired but not required. NEIWPC would provide the camera, the incumbent would need their own access to video editing software with the capability to edit 4k videos.
- Knowledge and understanding of environmental issues.
- Knowledge of groundwater, as well as surface water, hydrology.
- Knowledge and understanding of federal, state, or local environmental laws and regulations.
- Business management skills.

Personal Characteristics

- Naturally prone to action with a focus toward continuous improvement and is committed to contributing to the overall success of NEIWPC.
- Ability to build collaborative relationships across NEIWPC and our partners.
- Approachable and diplomatic in all interactions.
- Able to manage change and articulate the “value case” for it.
- A team player who is inclusive and willing to help others.
- Dependable and capable of fostering trust.
- Accepts responsibility and is accountable for results.
- Ability to write concisely to express thoughts clearly and to develop ideas in logical sequence.
- Ability to exercise discretion in handling confidential information.
- Excellent organizational skills and the ability to prioritize key deliverables.

SALARY: Salary dependent on experience and qualifications.

BENEFITS: Generous benefits package provided, which includes: vacation, personal and sick leave, paid holidays as determined by office location; health, dental, disability and life insurance; retirement plan.