

TITLE: Water Quality and Business Operations Intern (part-time)

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

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 the regions, ecosystems, and areas of expertise. NEIWPCC is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

The Water Quality Division supports programs and work at NEIWPCC focusing on implementing the Clean Water Act throughout the region. They primarily act as a technical advisor for NEIWPCC, state agency staff, and the public on water quality related issues.

DUTIES AND RESPONSIBILITIES: Will support staff in administrative functions of headquarters office, including:

- Assisting the Environmental Analyst with the Long Island Garden Rewards Program, tracking and cataloging submissions.
- Assisting with updating fund totals for the Garden Rewards Program.
- Opening & sorting mail, photocopying & scanning documents, and file organization.
- Assisting with data entry, mailings, and record keeping.
- Supporting in-office and external events.
- Preparing materials for trainings, events, and workgroup meetings.
- Organizing common areas of the office including the kitchen, conference rooms, supply closet, and storage room.
- Formatting documents and presentations in MS Word, PowerPoint, and Excel.
- Supporting the TMDL webinar and success stories projects conducting research for future topics.

SUPERVISORY CONTROLS: Incumbent operates under the general supervision of the Environmental Analyst who will provide instruction on new 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. Job performance is evaluated by the Director of Water Quality and the Environmental Analyst.

REQUIREMENTS:

- A valid driver's license and access to own transportation required.
- This is an in-person position, requiring the intern to report to the office or assigned work location for all scheduled hours. This position is not eligible for telework.
- The work performed requires the exertion of moderate physical effort and lifting up to 50 lbs.
- Proof of COVID-19 Vaccination required.

PREFERRED QUALIFICATIONS: A major in environmental science, biology, natural science, or related field with at least two years of college completed. Undergraduate coursework is preferred, but not required.

Special Knowledge and Skills

- Experience with Microsoft Office Suite – particularly Word, Excel, and PowerPoint.
- Good leadership, communication, coordination, and organizational skills.

Personal Characteristics

- Naturally prone to action with a focus toward continuous improvement and is committed to contributing to the overall success of NEIWPCC.
- Ability to build collaborative relationships across NEIWPCC 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: Paid hourly, rate dependent upon level of experience and qualifications.

BENEFITS: 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.

ADDITIONAL INFORMATION: Position will not exceed 1,000 hours; incumbent will be expected to work 10-15 hours per week, with some flexibility. Position anticipated to begin early June and to extend through August. The opportunity may exist for the internship to extend beyond September for the ideal candidate. This position requires the incumbent to work according to a schedule arranged with their supervisor.