

TITLE: ENVIRONMENTAL ANALYST (Assistant Scientist)

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

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

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. NEIWPCCE is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

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

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, NEIWPCCE, the U.S. EPA, the U.S. National Park Service, and the 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 Assistant Scientist works in coordination with the LCBP technical team to assist in facilitating research and implementation projects that address water quality and ecosystem challenges in the Lake Champlain Basin. This position involves review of Quality Assurance Project Plans that ensure high quality environmental data and supports other Clean Water and Healthy Ecosystems activities as assigned. The Assistant Scientist works closely with members of the LCBP technical team on development of Technical Advisory Committee meeting agendas and project reviews. The incumbent develops and executes tasks that support projects that address nutrient reduction, flood resilience, aquatic invasive species, and storm water management issues. The Assistant Scientist manages the reporting, invoicing and documentation for active grants administered by the NEIWPCCE, assists with the development of Requests for Proposals for Clean Water and Healthy Ecosystems projects, and supports the LCBP grant review process. The Assistant Scientist will prepare technical data and interpretation for use on the LCBP website.

DUTIES AND RESPONSIBILITIES:

Project management. Assist the LCBP technical team in the implementation of LCBP Clean Water and Healthy Ecosystems tasks and oversight of selected contracts, including evaluating deliverables, budgets, and workplans.

Workgroups. Assist with development of Technical Advisory Committee (TAC) meeting agendas and project reviews for LCBP technical programs. Represent LCBP positively in meetings, record summary notes, distribute notes, and assist with follow-through on meeting outcomes to accomplish set goals.

Programmatic topics. Assist with Requests for Proposal development and assist in the review process for LCBP grant programs. Assist technical staff in maintaining field projects as needed. Organize technical workshops to address water quality challenges in the Lake Champlain Basin. Develop and deliver effective presentations at technical forums and other

meetings. Serve on professional and advisory committees on behalf of LCBP. Consult with the LCBP technical team to identify and address gaps in LCBP's work toward its mission.

Quality management. Review and edit Quality Assurance Project Plans submitted by LCBP partners in collaboration with NEIWPC Lowell office staff and in accordance with NEIWPC's Quality Management Plan.

Science communication. Support development of content for LCBP publications, including data gathering and technical support for the development of infographics for the State of the Lake Report, LCBP science blog, and other 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 substantial independence of action subject to the supervision of the LCBP Associate Scientist 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 Associate Scientist 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: A bachelor's degree, in natural science, physical geography, resource management, or geographic information systems is preferred.

Applicants must have at least three years of full-time or equivalent part-time, technical or professional experience in the above-mentioned fields, including geographic information systems, of which at least one year must have been in a professional capacity.

Special Knowledge and Skills

- Excellent verbal and written communication skills.
- Excellent grammar and editing skills.
- Knowledge of or experience with Lake Champlain Basin resource issues.
- 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.
- Experience with geographical information systems, spatial analyses, and archival of spatial data is desirable but not necessary.
- Expertise on geographical information systems and spatial analyses in support of LCBP technical programs, including the acquisition of datasets from contractors and partners, and the secure and effective archival of spatial data.
- Fluency or proficiency in French is desirable but not necessary.

Personal Characteristics

- Naturally prone to action with a focus toward continuous improvement and is committed to contributing to the overall success of NEIWPCCC.
- Ability to build collaborative relationships across NEIWPCCC 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.
- Excellent organizational skills and the ability to prioritize key deliverables.

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.
- 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.

SALARY: Salary dependent upon level of experience and qualifications.

BENEFITS: 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 five days a week, 8 hours per day, except for approved compensatory time.