

**TITLE:** Environmental Analyst (EA)

**EMPLOYER:** This is a full-time position working for NEIWPCC on issues related to Lake Champlain. NEIWPCC Headquarters is in Wannalancit Mills, 650 Suffolk Street, Suite 410, Lowell, MA, 01854.

**LOCATION:** The position itself will be based out of 54 West Shore Rd, Grand Isle, VT, 05458.

**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.

NEIWPCC serves as financial administrator and program advisor to the Patrick Leahy Lake Champlain Basin Program (LCBP) and the Champlain Valley National Heritage Partnership (CVNHP). In this role, NEIWPCC employs the program staff, including the Program Director, and maintains the program office in Grand Isle, Vermont.

The LCBP work is directed by the Lake Champlain Steering Committee whose members lead resource and planning agencies in Vermont, New York, and Quebec, and additional representatives from local government, federal agencies, chairs of the jurisdictional citizen advisory and programmatic advisory committees. The Lake Champlain Steering Committee makes overall policy and budget decisions regarding basin management, with input and recommendations from an Executive Committee and several advisory committees.

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, NEIWPCC, the U.S. EPA, the U.S. National Park Service, and the International Great Lakes Fishery Commission. LCBP and CVNHP also collaborate with several other agencies and organizations at the federal, state, and local levels, including private firms, academic institutions, and non-government organizations.

**JOB SUMMARY:** The Environmental Analyst (EA) works closely with the Healthy Ecosystems and AIS Management Coordinator, Education and Outreach Team, Technical Team, Cultural Heritage Coordinator, and Administrative Team to assist with mission-driven projects to improve water quality, habitat, environmental engagement, and cultural interpretation of the Lake Champlain Basin. This includes assisting with managing the reporting, invoicing and documentation for active grants administered by NEIWPCC on behalf of the LCBP. The EA will assist with the development of Requests for Proposals for projects and supports the LCBP grant review process. The incumbent may also prepare technical data and interpretation for use on the LCBP website.

#### **DUTIES AND RESPONSIBILITIES:**

**Team Support.** Incumbent will provide support as needed to the NEIWPCC LCBP team, with supervisor approval. Team support may include, but is not limited to, field work, office support, or on-site meeting support.

- Work with and maintain consistent communication with NEIWPC staff in Lowell office for agreement processing.
- Work in collaboration with LCBP Project Officers for review and approval of technical items and deliverables related to grant management. Assist with the development of workplans and budgets for the projects.
- Manage the LCBP online grant management system, including all aspects of LCBP Grant management workflows from proposal solicitation to close out of awarded projects. Communication with applicants and award recipients will be a key aspect of this role.
- Coordinate with colleagues throughout NEIWPC to ensure smooth and timely execution of activities.
- Assist with Quarterly Report completion.

**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, including:

- Receive, create data files, and file grant applications.
- Review applications for eligibility.
- Prepare reviewer instructions and coordinate review process.
- Compile scoring and prepare final recommendations for review.
- Prepare award letters.

**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.

**Project Management, Metric Tracking and Reporting.** Incumbent responsible for management of project metrics and developing progress reports to funding agencies.

- Assist applicants and grant recipients with aspects of the grant management process to ensure complete grant applications, timely submission of contract documents, and invoice processing. Process these documents through appropriate internal channels.
- Receive and process project data, photos, and other deliverables.
- Correspond with grant recipients to receive project tracking data and upload to database in a timely manner.
- Prepare contract request forms with the workplan and budget information. Submit the contract request form to LCBP contracts management for processing and submittal to Lowell Contracts Manager.
- Order supplies and setup vendors agreement prior to the execution of any programs/project ensuring timely deliveries of all supplies.
- Set and adhere to budgetary allocation identified for the project and the funding agreement.
- Track project performance periodically to ensure both short-term and long-term goals are met.
- Assist in approving final reports, final invoices, and additional required grant close-out documentation.
- Ensure project metrics meet tracking criteria required by funding agencies.

**Other Duties:** As assigned.

**SUPERVISORY CONTROLS:** Incumbent operates with some independence of action within their area of activity. Job performance is evaluated by the NEIWPC-LCBP Healthy Ecosystems & AIS Management Coordinator. The stated supervisor, in collaboration with additional NEIWPC-LCBP supervisors and the NEIWPC Lowell Office Project Manager, evaluate job performance.

The satisfactory performance of the above duties and responsibilities requires the incumbent to develop a thorough understanding of NEIWPC's and LCBP's programs, organization, and policies, to exercise initiative and resourcefulness as a member of the NEIWPC-LCBP staff team, to be able to work effectively with state and federal and provincial contacts, and with members of the public. The ability to organize workload, and perform tasks in an accurate, conclusive, and timely manner is required.

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.

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.

#### **PREFERRED QUALIFICATIONS:**

##### **Education**

A bachelor's degree in environmental sciences or related field preferred. Coursework or passionate interest in Lake Champlain or watershed issues relevant to the LCBP mission.

##### **Experience**

Three years of full-time, or equivalent part-time, technical, or professional experience in the field above, of which at least one year must have been in a professional capacity.

##### **Personal Characteristics**

- Naturally prone to action with a focus toward continuous improvement and is committed to contributing to the overall success of NEIWPC & LCBP.
- Ability to build collaborative relationships across NEIWPC and our partners.
- Willingness to support colleagues in the event of workflow issues or absences.
- 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.

##### **Special Knowledge and Skills**

- Experience working with and managing grants.
- Attention to detail.
- Provide technical support to partners on all aspects of grant submission and management, including U.S. federal grants.

- Ability to maintain accurate records.
- Data entry, database management, and basic statistical analyses.
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint, and Access), including Microsoft SharePoint and Teams.
- Ability to review, proofread, and edit documents and presentations as needed.
- High degree of multi-tasking and time management capability.
- Ability to work independently and as part of a team.
- Ability to follow oral and written instructions.
- Excellent grammatical, organizational, and interpersonal skills.
- Punctuality.

**The following knowledge and skills are helpful, although not a requirement to qualify**

- Experience managing and creating databases.
- Knowledge of budget preparation, grant writing, and contract management.
- Knowledge of or experience with Lake Champlain Basin natural resource and cultural heritage topics.

**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. Position will require travel both regionally and nationally. Will require occasional night and weekend work. Some confrontational meetings with interest groups may occur, which will require good human relations skills and an ability to practice effective public participation techniques.
- 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 NEIWPC Executive Director.

**SALARY:** Salary dependent upon qualifications and experience.

**BENEFITS:** Generous benefits package provided, but not included in salary range: vacation, personal and sick leave; health, dental, disability and life insurance; retirement plan.