

TITLE: Business Operations Intern (part-time)

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

BACKGROUND INFORMATION: NEIWPCCC 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.

The Business Operations division is primarily responsible for providing administrative and clerical support to the programmatic and business divisions, planning and coordinating NEIWPCCC conferences and meetings, and maintaining office and IT operations and equipment.

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

- Conducting research on sustainability initiatives, including a composting program and a transition to electronic statements.
- Preparing a summary report of purchasing practices to facilitate the transition to sustainable supply alternatives.
- Restoring NEIWPCCC's "Eco-Office Bulletin" newsletter by implementing new branding guidelines, conducting research for future article topics, and working alongside interested contributors to distribute the first issue of the newsletter at the conclusion of the internship.
- Assisting in the administration of the Wastewater Training and Certification Programs through the coordination of bulk mailings and data entry.
- Communicating with wastewater operators, soil evaluators, and system inspectors over the phone.
- Opening & sorting mail, printing, photocopying & scanning documents, and file organization.
- 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.
- Other duties as assigned.

SUPERVISORY CONTROLS: Incumbent operates under the general supervision of the Assistant Information Officer who provides instruction on new work, guidance, and review of completed work to assure accuracy and adherence to established policies and requirements. Independently performs tasks in an efficient and effective manner, using good judgment. Job performance is evaluated by the Business Operations Director and the Assistant Information Officer.

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.

PREFERRED QUALIFICATIONS: A business administration major with at least two years of college. Undergraduate coursework is preferred but not required. Applicants studying a related field will also be considered.

Special Knowledge and Skills

- Experience with Microsoft Office Suite – particularly Word, Excel, and PowerPoint.
- Good leadership, communication, coordination, and organizational skills.
- Experience operating office machines, such as photocopiers, scanners, phones, and staff computers.

Personal Characteristics

- Demonstrated commitment to learning new knowledge and skills.
- 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.
- 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 is expected to work 10-15 hours per week, with some flexibility. Position anticipated to begin in late May or 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.