

**TITLE:** Environmental Analyst

**EMPLOYER:** NEIWPC, 650 Suffolk Street, Suite 410, Lowell, MA, 01854.

**LOCATION:** Lake Champlain Basin Program office, 54 West Shore Rd, Grand Isle, VT, 05458.

**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 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, NEIWPC employs the program staff, including the Program Director, and maintains the program office in Grand Isle, Vermont.

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, NEIWPC, 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 works in coordination with the LCBP technical team to assist in facilitating research, implementation, and planning projects that address water quality and ecosystem challenges in the Lake Champlain Basin. The Environmental Analyst works closely with the LCBP technical team to assist with mission-driven projects that address nutrient reduction, flood resilience, water quality, aquatic invasive species, native species habitat, aquatic organism passage, stormwater management issues, environmental engagement, and cultural interpretation in the Lake Champlain Basin. This work includes assisting with managing reporting, invoicing, and documentation for active grants administered by NEIWPC on behalf of the LCBP. This position involves reviewing Quality Assurance Project Plans that ensure high quality environmental data and supports other Clean Water and Healthy Ecosystems activities as assigned. The Environmental Analyst will assist with the development of Requests for Proposals for Clean Water and Healthy Ecosystems projects and support 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.** The incumbent will provide support as needed to the NEIWPC LCBP team, with supervisor approval. Team support may include, but is not limited to, field work, office support, or on-site meeting support.

- Serve as LCBP Project Officer for review and approval of items and deliverables related to grant management. Assist with the development of workplans and budgets for implementation projects.
- Work within 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.
- Work with and maintain consistent communication with NEIWPC staff in Lowell office for agreement processing.
- Coordinate with colleagues throughout NEIWPC to ensure smooth and timely execution of activities.
- Assist with Quarterly Report completion.

**Programmatic Topics.** Works with the LCBP technical team to communicate with the Technical Advisory Committee and the Lake Champlain Steering Committee to implement the Clean Water and Healthy Ecosystems goals in Opportunities for Action.

- 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.
- Prepare RFP language, coordinate the review of proposals and the development of workplans, track ongoing contract work, and facilitate the final review of projects.
- Assist technical staff in maintaining field projects as needed.
- Data collection, analysis, and reporting related to technical research and projects.
- 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.

**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. Maintain a Quality Assurance Project Plan (QAPP) and SOPs for LCBP projects. Work with NEIWPC's Quality Assurance Program Manager to review Quality Assurance Project Plans as needed, with the opportunity to become a QA Designee reviewer if appropriate.

**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.
- Order supplies and set up 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.

- 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
- 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 LCBP technical team and the NEIWPCCC Project Contact.

The satisfactory performance of the above duties and responsibilities requires the incumbent to develop a thorough understanding of NEIWPCCC and LCBP programs, organization, and policies, to exercise initiative and resourcefulness as a member of the NEIWPCCC-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 NEIWPCCC'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 science, natural science, resource management, or a related field is 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 NEIWPCCC & LCBP.
- Ability to build collaborative relationships across NEIWPCCC 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 a variety of audiences.
- 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.
- Ability to speak/communicate in French.

### **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.