

**TITLE:** Information Officer (Science Communicator – Long Island Sound Partnership)

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

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**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 a partner organization of the Long Island Sound Partnership (LIS Partnership), a program of the EPA National Estuary Program. LIS Partnership is a cooperative effort involving researchers, regulators, user groups and other concerned organizations and individuals. Working together, these partners have developed a Comprehensive Conservation and Management Plan ([CCMP](#)) to restore and protect the Long Island Sound, built around four principles: Clean Waters and Healthy Watersheds; Thriving Habitats and Abundant Wildlife; Sustainable and Resilient Communities; and Informed and Engaged Public. Long Island Sound is an estuary with a coastal population in New York and Connecticut of more than 4.5 million people, with nearly 9 million people in the watershed. The watershed includes New York, Connecticut, four other New England states and a small part of Quebec.

The incumbent will be a full-time staff person hired by NEIWPCC to participate in bi-state (New York and Connecticut) communications and public engagement activities for the LIS Partnership. The incumbent will be located in the NEIWPCC Lowell Office and will work closely with the NEIWPCC LIS Partnership Communications Coordinator, the LIS Partnership Communications and Outreach Team, and the LIS EPA staff through a work plan approved by the LIS Partnership Management Conference.

This position is funded for two years, with the potential for extension.

**JOB SUMMARY:** The incumbent's work will be focused on showcasing projects funded by LIS Partnership that are using the best available science and management initiatives to restore and protect the Sound and its habitats, and to protect coastal communities. The content will appear on LIS Partnership's website, <https://lispartnership.org>, in *Sound Matters* (an e-newsletter), on factsheets, and social media (Facebook, X, LinkedIn, Instagram). The incumbent will report to the LIS Partnership Communications Coordinator.

The position requires regular travel throughout the Long Island, New York City, Westchester, and Connecticut coastal areas as well as occasional travel within Massachusetts and to Vermont and New Hampshire. It may occasionally require travel to Boston, Washington, DC or other locations to present information on Long Island Sound at meetings, workshops, conferences, etc.

**DUTIES AND RESPONSIBILITIES:**

- Assist in reviewing the Informed and Engaged Public work plan and the LIS Partnership Communications, Outreach, and Engagement five-year strategic plan, with an emphasis on the communications component of the work plan and strategy. Identify strengths and weaknesses and identify new concepts and materials to supplement existing materials as well as funding priorities.
- Assist with implementation of the revised 2025 CCMP Informed and Engaged Public

objectives, providing technical feedback and considerations needed to maintain effective Science Communication.

- Provide communications support to the LIS Partnership work groups that are seeking to fulfill objectives for clean water, thriving habitats, and sustainable communities.
- Share in the development of LIS Partnership's major public outreach products, including a new State of the Sound report to communicate the health of the sound and feature ongoing research under each revised 2025 CCMP goal.
- Support integration of the revised 2025 CCMP across communication platforms, including the LIS Partnership website and social media platforms.
- Write articles, technical summaries, and factsheets that highlight restoration, conservation and stewardship projects, as well as research initiated by LIS Partnership and its partners.
- Assist with managing the LIS Partnership social media accounts, including drafting posts for X, Instagram, LinkedIn, and Facebook, and coordinate and collaborate with colleagues from the Communications and Outreach Team who are also posting on LIS Partnership platforms.
- Provide background materials or draft or write articles for various NEIWPCC, or other publications. Present work products and programs to stakeholders and the general public.
- Support internal communications between members of the LIS Partnership and respond to external inquiries.
- Increase public awareness and knowledge of the LIS Partnership through coordinated media relations efforts including press releases, interviews, and spotlights in regional media.
- Archive and manage photos for use in LIS Partnership media.
- Participate in regular LIS Partnership work group and committee meetings, including the Implementation Team (I-Team), Communications, Outreach, and Engagement (COE) Work Group, and Citizens Advisory Committee (CAC).
- Work with NEIWPCC's Quality Assurance Program Manager to review Quality Assurance Project Plans as needed, with the opportunity to become a QA Designee if appropriate.
- Other duties as assigned.

**SUPERVISORY CONTROLS:** The Information Officer must independently perform tasks in an efficient and effective manner, using good judgment. Job performance is evaluated by the LIS Partnership Communications Coordinator.

The incumbent will rely on their ability, expertise, and commitment to excellence. They will also build NEIWPCC's culture which focuses on honesty, ethical behavior, personal integrity, respect for others, transparency, hard work, and collaborative teamwork.

Incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to, review the performance of 1-5 professional personnel; and exercise indirect supervision (i.e., through an intermediate level supervisor) over 6-15 professional and/or technical personnel.

## **Requirements**

- A valid driver's license and access to own transportation 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. The incumbent is required 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.

**PREFERRED QUALIFICATIONS:** A master's degree in marine environmental science or policy, biology, environmental engineering, English, journalism, communications, public relations, media studies or related field.

At least five years of full-time or equivalent part-time, technical, or professional experience in the above-mentioned fields, of which at least three years must have been in a professional capacity.

## **Special Knowledge and Skills**

- Ability to work effectively to establish professional credibility with scientists, engineers, managers, and citizens.
- Excellent communication, writing (with an emphasis on science and technical writing), and proofreading skills and attention to detail.
- Ability to successfully handle multiple tasks and work with diverse individuals and organizations in a fast-paced environment.
- Ability to work independently, responsibly, and diligently while being an effective team player.
- Ability to listen to and communicate with a diversity of stakeholders and collaborators with different interests and backgrounds.
- Competency in Microsoft Office Suite (Excel, PowerPoint, and Word), WordPress, Adobe InDesign, photo and video editing programs, and virtual meeting platforms (e.g., Zoom and Teams).
- Competency in photography and photo editing.
- Knowledge of social media platforms including X, Instagram, LinkedIn, and Facebook.
- Ability to shoot and edit short videos to accompany articles is desired but not required. NEIWPCC would provide the camera, the incumbent would need their own access to video editing software with the capability to edit 4k videos.
- Knowledge and understanding of environmental issues.
- Knowledge of groundwater, as well as surface water, hydrology.
- Knowledge and understanding of federal, state, or local environmental laws and regulations.
- Business management 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:** Salary dependent on experience and qualifications.

**BENEFITS:** Generous benefits package provided, which includes: vacation, personal and sick leave, paid holidays as determined by office location; health, dental, disability and life insurance; retirement plan.