

**TITLE: ENVIRONMENTAL ANALYST**

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

**LOCATION:** New York State Department of Environmental Conservation (DEC) Region 3 Office, New Paltz, New York 12561

Alternate Location:

NYSDEC, Hudson River National Estuarine Research Reserve, Norrie Point Environmental Center, Staatsburg, NY 12580.

**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 of the New York State Department of Environmental Conservation's (NYSDEC) Hudson River Estuary Management Program (HREMP), which includes the Hudson River Estuary Program and the Hudson River National Estuarine Research Reserve (HRNERR).

HRNERR was designated in 1982 and is one of 30 reserves established by the National Oceanic and Atmospheric Administration (NOAA) to promote informed management of the Nation's estuaries and coastal habitats. The National Estuarine Research Reserve System (NERRS) works with existing federal and state authorities to establish and operate research reserves and provide for long-term protection and stewardship. The New York State Department of Environmental Conservation (DEC) is the lead state agency for HRNERR. HRNERR includes 5,000 acres of subtidal, intertidal, and upland habitats distributed across four component sites. From south to north, the sites are Piermont Marsh, Iona Island, Tivoli Bays, and Stockport Flats. HRNERR headquarters are located at the Norrie Point Environmental Center.

**JOB SUMMARY:**

The work of the Collaboration Coordinator has four focus areas: 1) Communications across the HREMP; 2) Engagement with partners and stakeholders; 3) Training for decision makers; and 4) Facilitation of meetings and work groups. A collaborative approach will support the HREMP Action Agenda and advance the mission of the Hudson River National Estuarine Research Reserve (HRNERR), supporting interdisciplinary research priorities and working across Reserve sectors. The Collaboration Coordinator is responsible for implementing HRNERR Training and Engagement Program for professionals/decision-makers, facilitating science forums on special topics (e.g., submerged aquatic vegetation restoration), conducting community engagement, organizing workshops, conducting training on Reserve products, and connecting the outputs and outcomes of Reserve science programs and projects to decision making.

**DUTIES AND RESPONSIBILITIES:**

- A. HRNERR Collaboration Program Strategy: Use the current Training and Engagement Program Strategy and the current Reserve Management Plan to update and implement an effective Reserve Collaboration Program to satisfy NOAA requirements for the Training and Engagement Sector.
  - Conduct audience needs assessments and market analyses when appropriate to ensure program offerings meet the needs of the coastal management community and that the program stays relevant and nimble.
  - Identify unmet information needs, community strengths and assets that can be built on, training gaps and communication opportunities.

- Work closely with Reserve Manager, Stewardship, Research and Education Coordinators and restoration staff as well as partner organizations to identify priority topics and audiences and apply effective engagement strategies and training partnerships
  - Facilitate science forums and workshops, including but not limited to supporting the organization of a HRNERR Research in the Reserve Forum approximately every 5 years.
- B. HREMP Communications: Facilitate HREMP communications across the Hudson River Estuary Program, Hudson River National Estuarine Research Reserve, Hudson and Delaware Marine Fisheries Unit, and Region 3 Marine Habitat with the DEC Region 3 Communications team.
- Co-develop a communications strategy for HREMP with DEC Region 3 Communications staff to build greater awareness of programs and grants and ensure clear, consistent communications.
  - Maintain the HRNERR.org website, provide content for other NYSDEC websites and Reserve interpretive signs.
  - Support the development and design of communications plans and products, such as the Coordinators Report, in support of the HREMP Action Agenda.
  - Support the production of the electronic newsletter "RiverNet".
  - Facilitate the production of outreach videos as appropriate.
- C. Stakeholder engagement: Develop and maintain positive, collaborative relationships with Training and Engagement Program partners and relevant groups and agencies served by the program to remain current on coastal management issues, identify decision maker information needs, access best available scientific data and ensure the smooth transfer and translation of information and data.
- Gather Hudson River Estuary decision maker needs using stakeholder engagement practices including but not limited to establishing ad hoc advisory committees on a project-by-project basis, conducting needs assessments using a variety of social science methods, and/or leveraging other existing advisory committees to gather needs and/or feedback on programmatic direction.
  - Maintain directories of Reserve stakeholders and build partnerships with agencies, institutions, researchers, individuals, and organizations to be involved in DEC decision-making processes and training opportunities.
- D. Technical assistance – Connect coastal decision makers to subject matter experts. Assist with HRNERR project management to assure that objectives, timelines, and budgets are successfully followed. Act as a liaison between the scientific and resource management communities to ensure that coastal decision-makers have access to the latest science that can inform their work and that scientists understand and consider management needs in developing and advancing their research agendas.
- Facilitate meetings and other events for HRNERR and Hudson River Estuary partners by establishing the meeting objectives, making site arrangements, preparing agendas, publicizing the event, leading question and answer sessions with the audience, and evaluating if the meeting objectives were met.
  - Provide other technical assistance including process design, instructional design or applied learning science (adult learning), needs assessment, risk communication, science translation and communication, strategic planning, tool demonstration, survey design, and plans or regulations drafting as appropriate.

- E. NERRS Science Collaborative – Support collaborative research projects that link science with decision-making by contributing to the development and implementation of grant proposals and projects.
- Assist the HRNERR Manager with the evaluation of Hudson River Estuary research and information needs utilizing social science tools, surveys, and needs assessments. Promote updated management needs through the Research Focus Areas table on the HRNERR website.
  - Serve as the Collaborative Lead, as appropriate, on Reserve NERRS Science Collaborative projects, providing technical assistance, facilitating stakeholder engagement, and tracking project outputs and outcomes.
- F. Workgroup Participation: Represent NYSDEC and HRNERR on selected regional teams and workgroups including, but not limited to:
- NYS Natural and Nature-based Shorelines working group
  - Hudson River Estuary Program Outreach Integration workgroup
  - Interagency Climate Adaptation and Resilience Work Group (ICARWG)
  - Waterfront Resiliency Coordination Partners
  - The Hudson River Sustainable Shorelines Project (HRSSP)
  - The Hudson River Contaminants GIS Tool Workgroup
- G. Training and Engagement Program Evaluation: Conduct evaluations to assess the quality of the HRNERR Training and Engagement Program services and the effectiveness of facilitation and collaboration processes
- Utilize evaluation methods including focus groups, interviews, training examinations, post-meeting surveys, and/or other appropriate methods that align with community cultural practices or are vetted in the social and learning sciences.
- H. Programmatic Support: Represent DEC and the Division of Marine Resources (DMR) on a variety of internal teams and Training and Engagement Program work groups.
- Attend required NERRS meetings, including the fall meeting, workshops and Training and Engagement sector meetings to participate in programmatic decision making and to advance NYSDEC decision-making priorities.
  - Synthesize and submit all required reports, database updates, and metrics to NOAA and DEC.
- I. Other duties as assigned.

**SUPERVISORY CONTROLS:** Incumbent operates with substantial independence of action and delegation of professional decisions within their area of activity. Job performance is evaluated by the NEIWPCC project manager, in consultation with the HRNERR Manager, Sarah Fernald, NYSDEC.

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 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:** A bachelor's degree in social science, hydrology, geology, environmental science, earth science, environmental engineering, watershed science or management, natural resources, communications or related natural science.

Applicants must have at least three years of full-time, or equivalent part-time, technical or professional experience in the field of 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 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.

### **Special Knowledge and Skills**

- Superb interpersonal communication skills, written and verbal communication skills and experience and comfort in public speaking.
- Solid understanding of estuarine ecology and coastal issues.
- Ability to work both independently and as part of a team.
- Ability to establish and maintain effective working relationships within diverse groups.
- Experience working with researchers and policy makers.
- Strong leadership skills, and creative critical thinking and problem-solving skills.

### **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. 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.

**SALARY:** Salary dependent upon level of experience 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.