

**TITLE:** Youth and the Environment Program Coordinator/Wastewater Division Intern

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

**LOCATION:** Lowell, MA

**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.

Since 1990, in partnership with the Environmental Protection Agency (EPA), the Youth and the Environment Program (YEP) in Lowell, MA has provided youths with professional experience and an understanding of environmental issues. YEP aims to increase environmental awareness and introduce teenagers to occupations in the water and wastewater industries, all while providing broadly applicable professional training. The YEP Coordinator is an integral component of the program.

**DUTIES AND RESPONSIBILITIES:**

Youth and the Environment Program:

Coordinators will work with the Lowell Regional Wastewater Utility to organize summer work activities in coordination with the plant supervisors. A typical week during YEP consists of four days with four hours at the treatment facility along with an hour of environmental education or educational activities, and one day with a field trip. Coordinators may be tasked with supporting various projects in the Wastewater Division.

- Supervise and act as a mentor and role model for 4-6 youths.
- Develop a 6-week curriculum with lesson plans for the sessions to further the students' understanding of wastewater and water treatment processes and other environmental and public health subjects, such as wetlands protection.
- Coordinate transportation of the students to the treatment plant every morning.
- Coordinate weekly field trips to view and discuss other environmental issues and career opportunities including, but not restricted to energy production, outdoor recreation, marine sciences, watershed management, lake ecology, and the protection of environmentally sensitive areas.
- At the conclusion of the summer program, a graduation ceremony is conducted at a location to be determined where all participants in YEP attend, give presentations on their activities, and receive a certificate of completion from EPA.
- Prepare a summary report of YEP summer program for EPA reporting requirements.

Additional Programmatic/Administrative Support:

On an as needed basis, assist NEIWPCC's Wastewater Division, Water Resource Protection Division, Water Quality Division, and Communications Division with tasks:

- Support Massachusetts Wastewater Operator Training program. This will include the development of presentations, course handouts, as well as workbooks that will assist operators in passing the state certification exam.
- Assist with other Wastewater Division related activities, as needed, such as online surveys, speaker and location databases, training presentations, certification renewals, Massachusetts Title 5 training, etc.

**SUPERVISORY CONTROLS:** Incumbent operates under the general supervision of the Environmental Analyst for the Wastewater and Onsite Systems Division, who provides instruction on new work, guidance and review of completed work to assure accuracy and adherence to established policy and requirements. Independently performs tasks in an efficient and effective manner, using good judgment.

**REQUIREMENTS:**

- A valid driver's license and access to own transportation required.
- Ability to lift and carry up to 50lbs, ability to climb stairs and the ability to navigate natural terrain 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.

**PREFERRED QUALIFICATIONS:** Completed at least two years of college coursework with a major in biology, ecology, environmental science, or related field, or a recent graduate with a bachelor's degree. Applicants studying a related field will also be considered.

**Special Knowledge and Skills**

- Experience with Microsoft Office Suite – particularly Word and PowerPoint.
- Good leadership, communication, coordination, and organizational skills.
- Some understanding of Spanish preferable.

**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:** 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 will be expected to work 30 hours per week, with some flexibility. Position anticipated to begin in May and to extend through August. This position requires the incumbent to work according to a schedule arranged with their supervisor.