

TITLE: Environmental Analyst

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

LOCATION: Lake Champlain Programs Division office, 54 West Shore Rd, Grand Isle, VT, 05458.

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 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, NEIWPCC employs the program staff and maintains the Division's office in Grand Isle, Vermont.

The NEIWPCC Lake Champlain Programs Division's work is guided 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, NEIWPCC, the U.S. EPA, the U.S. National Park Service, and the International Great Lakes Fishery Commission. NEIWPCC's Lake Champlain Programs Division collaborates 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 Lake Champlain Programs Division's Clean Water 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 assists 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.

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 Lake Champlain Programs grant review process. The incumbent may also prepare technical data and interpretation for use on the Lake Champlain Basin Program website.

DUTIES AND RESPONSIBILITIES:

Project Management:

- Assist the Clean Water Team in the implementation of Clean Water and Healthy Ecosystems tasks and oversight of selected contracts. Serve as Project Officer for review and approval of budgets, workplans, and deliverables related to grant management.
- 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.
- Track project performance periodically to ensure both short-term and long-term goals are met.

Team Support: The incumbent will provide support as needed to the Clean Water Team, with supervisor approval. Team support may include, but is not limited to, field work, office support, or on-site meeting support.

- Prepare contract request forms with the workplan and budget information. Submit the contract request form for processing to Lowell Contracts Manager.
- Assist in approving final reports, final invoices, and additional required grant close-out documentation.
- Work within the online grant management system, including all aspects of 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 NEIWPCC staff in Lowell office for agreement processing.
- Coordinate with colleagues throughout NEIWPCC to ensure smooth and timely execution of activities.
- Assist with Quarterly Report completion.

Programmatic Topics: Works with the Clean Water 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 with Requests for Proposal development and assist in the review process for grant programs.
- Assist technical staff in maintaining field projects as needed.
- Organize technical workshops to address water quality challenges in the Lake Champlain Basin.
- Develop and deliver effective presentations at technical forums and other meetings.
- Consult with the Clean Water Team to identify and address gaps work, with a focus on continuous improvement to better achieve our mission.
- Support development of content for publications, including data gathering and technical support for the development of the State of the Lake Report, science blog, and other outreach documents.

Quality Management:

- Maintain and edit Quality Assurance Project Plans (QAPPs) and SOPs for Lake Champlain projects. Work with NEIWPCC's Quality Assurance Program Manager to

review Quality Assurance Project Plans as needed, with the opportunity to become a QA Designee reviewer if appropriate.

Other Duties: As assigned.

SUPERVISORY CONTROLS: Incumbent operates with some independence of action within their area of activity. Job performance is evaluated by the NEIWPCC Lake Champlain Programs Division's Clean Water Program Manager or designee.

The satisfactory performance of the above duties and responsibilities requires the incumbent to develop a thorough understanding of NEIWPCC programs, organization, and policies, to exercise initiative and resourcefulness as a member of the NEIWPCC Lake Champlain Programs Division, 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 NEIWPCC'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: A bachelor's degree in environmental science, natural science, resource management, or a related field is preferred. Coursework or passionate interest in Lake Champlain.

At least 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 NEIWPCC.
- Ability to build collaborative relationships across NEIWPCC 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 Massachusetts, Vermont, New York, and Quebec, for which a private means of transportation and a valid passport or enhanced 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.
- Position requires occasional field work, working under adverse conditions in outdoor settings. Fieldwork can be physically demanding and rigorous. The individual must be comfortable on open water, able to swim, and lift up to 50 lbs.
- 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 NEIWPCC Executive Director.

SALARY: Grade and Step 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. This position requires the incumbent to work five days a week, 8 hours per day, except for approved compensatory time.