

TITLE: Environmental Analyst I

EMPLOYER: New England Interstate Water Pollution Control Commission (NEIWPC), Wannalancit Mills, 650 Suffolk Street, Suite 410, Lowell, MA 01854.

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

SALARY: Grade and Step dependent upon level of experience and qualifications.

ADDITIONAL INFORMATION:

Full-time benefits provided, but not included in salary range: vacation, personal and sick leave, health, life, disability, dental insurance, and retirement plan. This position requires the incumbent to work five days a week, 8 hours per day, except for approved compensatory time.

BACKGROUND INFORMATION: The New England Interstate Water Pollution Control Commission serves as a forum for interstate communication and coordination on water-related pollution control efforts among all the New England states and New York State. NEIWPC also provides various services for state and federal agencies.

The Lake Champlain Basin Program (LCBP) was established to coordinate activities being undertaken to 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, and the US EPA. In addition, there are numerous cooperating agencies at the federal, state, and local level. Private and non-profit groups and academic institutions also participate in program activities. The Champlain Valley National Heritage Partnership (CVNHP), a member of the National Park Service's National Heritage Area Program, is a component of the LCBP aimed at coordinating and highlighting activities related to cultural heritage throughout the Champlain Valley.

The LCBP is directed by a Steering Committee whose members include heads of resource and planning agencies in Vermont, New York, and Quebec, and representatives from local government, federal agencies, and chairs of the state citizen advisory committees. The Steering Committee makes overall policy and budget decisions regarding basin management, with input and recommendations from an Executive Committee and several advisory committees.

JOB SUMMARY: The Environmental Analyst works closely with the Program Director, Education and Outreach Team, Technical Team, and the Cultural Heritage Coordinator to assist with mission-driven projects to improve water quality, habitat, environmental engagement, and cultural interpretation of the Lake Champlain Basin.

The incumbent will rely on his/her ability, expertise, and commitment to excellence. S/he will also build NEIWPC'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.

DUTIES AND RESPONSIBILITIES:

- Represent LCBP at outreach events, conferences, and workshops, including some weekend and night events
- Conduct research on LCBP mission-related topics
- Draft correspondence with LCBP partners and compile meeting summaries
- Assist with meeting and workshop preparation and logistics as needed
- Assist with the Healthy Soils – Raise the Blade campaign including corresponding with campaign partners, presenting information during partner meetings, developing text for the website, developing campaign correspondence and materials as needed, and completing outreach events on behalf of the Healthy Soils partnership
- Communicate and positively interact with interested visitors of all ages at the LCBP Resource Room within ECHO Leahy Center for Lake Champlain
- Assist with updating Lake Champlain Basin Program websites and/or social media accounts
- Assist with grant management for LCBP funded water quality improvement, educational, and heritage projects
- Assist with managing the Lake Champlain boat launch steward program that aims to prevent the spread of aquatic invasive species
- Deliver, install, and maintain the CVNHP Wayside Exhibit Inventory
- Update and maintain the CVNHP Resource Inventory
- Other duties as assigned.

The satisfactory performance of the above duties and responsibilities requires the incumbent to develop a thorough understanding of NEIWPC's and LCBP's programs, organization, and policies, to exercise initiative and resourcefulness as a member of the 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.

SUPERVISORY CONTROLS: Incumbent operates under the immediate supervision of the Environmental Analyst III (Meg Modley). The LCBP Environmental Analyst III, in collaboration with additional LCBP supervisors and the NEIWPC Lowell Office Project Manager, evaluate job performance.

RECOMMENDED QUALIFICATIONS:

Education

A bachelor's degree in environmental sciences or related field preferred. Coursework or passionate interest in Lake Champlain or watershed issues relevant to the LCBP mission.

Experience

Applicants must have at least (A) three years of full-time or equivalent part time, technical or professional experience in several of the above-mentioned fields, but including both web site content management and public participation, and (B) at least one year must have been in a professional capacity, and (C) any equivalent combination of the required experience and the following substitutions.

Substitutions

- I. An associate's degree with a major in a field referenced above or a related field may be substituted for a maximum of one year of the required (A) experience.*
- II. A bachelor's degree with a major in a field referenced above or a related field may be substituted for a maximum of two years of the required (A) experience.*
- III. A graduate degree with a major in a field referenced above or a related field may be substituted for required experience.*

* Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Personal Characteristics

- Think and act in a broad collaborative style. Care deeply about the health and impact of the entire organization, not just the Lake Champlain Basin Program
- Comfortable in group settings and welcomes collaboration
- Naturally prone to action with a focus toward continuous improvement
- Diplomatic and welcoming in his/her approach to others
- Able to manage change and articulate the "value case" for it
- Comfortable working in a very collaborative environment and oriented toward getting things done; able to bring perspectives and ideas to the table while remaining open to perspectives and ideas from others. Open to lively debates
- Inclusive and interested in helping others
- Capable of fostering and deserving of trust
- Accept responsibility and is accountable for results
- Ability to write concisely, to express thoughts clearly and to develop ideas in logical sequence

Special Knowledge and Skills of Value

- Strong writing and editing skills
- Attention to detail
- Ability to work independently
- Strong computer skills and experience with the following applications:
 - Microsoft Office, including Word, Excel, Outlook and PowerPoint
 - Familiarity with Adobe Creative Suite helpful
- Ability to interact positively with the public at informal outreach events and in the Resource Room
- Photography skills, flexibility in working with different staff members on various assignments, and a willingness to learn more about Lake Champlain and watershed science

Requirements

A valid driver's license and access to own transportation required. Ability to travel to events in Vermont, New York, and Quebec (which requires a current passport) or occasionally staffing the Lake Champlain Basin Program Resource Room at ECHO at the Leah Center for Lake Champlain on the Burlington waterfront.

Attendance in the Lowell office for a one day orientation during the first two weeks of employment and at the annual All Staff Meeting is mandatory.