

## Information Officer – Education and Outreach

*Full-time in Grand Isle, VT*



Support environmental initiatives in the Lake Champlain Basin! NEIWPCC is seeking a detail-oriented Information Officer to facilitate grants administered by the Lake Champlain Basin Program (LCBP) that support mission-driven projects to improve water quality, habitat, environmental engagement, and cultural interpretation of the Lake Champlain Basin.

### Job Duties:

- Support the development of Requests for Proposals and support the LCBP grant review process; prepare technical data and reporting as needed.
- Support the NEIWPCC LCBP team with office support and on-site meeting support, or field work.
- Manage the LCBP online grant management system, including all aspects of LCBP Grant management workflows from proposal solicitation to close out of awarded projects.
- Facilitate the reporting, invoicing, and documentation for active grants; provide support to grant applicants, recipients, and external partners with all aspects of the grants process.
- Assist with the development of education and outreach materials to support LCBP initiatives to drive public engagement in the stewardship of Lake Champlain.

### Preferred Qualifications:

- A bachelor's degree in environmental sciences, communications, education, or related field, with coursework or passionate interest in Lake Champlain or watershed issues relevant to the LCBP mission.
- Related technical or professional experience, and experience working with or managing grants
- A proven team player with the ability to build relationships with diverse partners.
- Great time-management capabilities with accurate record-keeping skills.
- Excellent computer skills, particularly word processing, data management, and data analysis.
- Ability to speak/communicate in French is desirable but not required.

Candidates with alternative qualifications or who have taken a less traditional career path may be considered if an aptitude for success and a strong willingness to learn is clearly apparent.

### What We Offer

The anticipated annual salary range for this position is \$50,000 - \$60,000. NEIWPCC offers an outstanding comprehensive benefits package for eligible employees.

- 75% premium coverage for employee and family PPO health plan with dental and vision.
- Yearly retirement contribution of 10% of annual base salary, regardless of employee contribution.
- 15 paid vacation and 15 paid sick days that rollover, as well as paid holidays and volunteer leave.
- Tuition reimbursement and professional development funding opportunities.
- Qualified employer for Public Service Loan Forgiveness (PSLF).

### Position Logistics

This full-time NEIWPCC position will work 8 hours per day and is based out of the LCBP office in Grand Isle, VT. Duties will be performed largely in an office setting, but may include outdoor field assignments, and will require travel to locations in Vermont, New York and Quebec, for which a private means of transportation, a valid driver's license, and a valid passport or smart-license is required. After six months, this position may be eligible for a hybrid work schedule, subject to approval and program needs.

### To Apply

Submit your cover letter, resume and writing sample by email to [jobs@neiwpcc.org](mailto:jobs@neiwpcc.org). Please reference #25-LCBP-007 in the email subject line. Preference given to applicants who apply by May 11, 2025.

Accepting applications until the position is filled. A full position description may be viewed at:

<https://neiwpcc.org/about-us/careers>.

## About NEIWPCC & LCBP

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 shared regions, ecosystems, and areas of expertise. Our mission is to advance clean water in the Northeast through collaboration with, and service to, our member states. NEIWPCC serves as the primary program administrator of the LCBP, and administers the Program's personnel, finances, and contracts. The LCBP Steering Committee funds efforts that benefit the Lake Champlain Basin's water quality, fisheries, wetlands, wildlife, recreation, and cultural resources. NEIWPCC is an equal opportunity employer.

