

Program Manager – Education and Outreach

Full-time in Grand Isle, VT



NEIWPCC is seeking an enthusiastic and engagement driven Program Manager to lead and expand our education and outreach efforts to connect diverse audiences with the Lake Champlain watershed as part of the Lake Champlain Basin Program (LCBP) team. This position is responsible for developing, implementing, and evaluating education and outreach programs to foster stewardship, enhance environmental literacy, and promote sustainable behaviors that protect Lake Champlain and its surrounding ecosystems.

Job Duties:

- Work with the LCBP Steering Committee to develop and implement innovative education programs for diverse audiences including youth, educators, landowners, and community members.
- Serves as coordinator and project officer for LCBP Education and Outreach grants by reviewing proposals, developing workplans, tracking ongoing contract work and facilitating final review of projects.
- Lead efforts to build relationships with watershed groups, schools, libraries, and community organizations to expand LCBP's reach and act as an ambassador of LCBP by attending events, conferences, and meetings.
- Oversee the development and production of education and outreach materials to support LCBP initiatives to drive public engagement in the stewardship of Lake Champlain.

Preferred Qualifications:

- A graduate 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 project management, public relations, and supervisory experience.
- 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 \$80,000 - \$95,000. 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@neiwppcc.org. Please reference #25-LCBP-006 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://neiwppcc.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.

