TITLE:  Assistant Environmental Analyst (Part-time)  
Narragansett Bay Estuary Program (NBEP)  

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

LOCATION:  This position will work part time-time at the Narragansett Bay Estuary Program Office, Suite 310, 235 Promenade Street Providence, RI 02908-5767  

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

ADDITIONAL INFORMATION:  As the position is part-time, benefits are not provided with the exception of Social Security, unemployment and workers’ compensation insurance, and salary deferral for the 403(b) retirement plan. This position requires the incumbent to work under 1,000 hours per calendar year.  

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.  

Created in 1987, the Narragansett Bay Estuary Program (NBEP) is one of 28 national estuary programs established pursuant to the federal Clean Water Act and funded, in large part, by the United States Environmental Protection Agency. NEIWPCC is the NBEP program host. NEIWPCC serves as program advisor and financial administrator to the NBEP and employs the program staff.  

SUPERVISORY CONTROLS: Incumbent operates under the general supervision of the NBEP Program Director, who provides instruction on 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. Job performance is evaluated by the Program Director, in consultation with NEIWPCC Lowell, MA Staff.  

JOB SUMMARY: Support the Narragansett Estuary Program including administrative responsibilities and the planning and executing of meetings, conferences, workgroup meetings, and financial invoice and database reconciliation.  

DUTIES AND RESPONSIBILITIES:  

Front Desk Support  
• Serve as receptionist:  
  o Answer and route all telephone calls, and takes accurate messages, orders for publications and other materials  
  o Receive visitors, direct them to appropriate person/location, answer their questions, and/or assist them with their needs, etc.  
  o Sort, open, date stamp and distribute all incoming mail in a timely manner  
  o Monitor weekly schedules of staff activities and track whereabouts of staff that are traveling so that they can be reached, if necessary  
  o Prepare monthly vacationconference schedule
Committee, Event, and Conference Support

- Attend NBEP Committee meetings including the Management Committee, the Executive Committee, and the Science Advisory Committee.
- Take accurate and detailed notes during meetings and develop meeting minutes to be distributed. Maintain a database of meeting minutes and associated meeting files.
- Provide support for conferences and meetings, including securing venue, making catering and audio-visual arrangements, setting up space, and cleaning up after events.

Publications and Communications Support

- Write, edit, and develop articles for submission NBEP Publications. Review, proofread and correct materials submitted for preparation, as needed.
- Prepare and develop materials and content for NBEP websites and publications.
- Produce PowerPoint presentations; maintain library of such presentations.
- Photograph NBEP events and sponsored conferences, as needed.

Office Support

- Proficiently, efficiently, and accurately produce professional documents and spreadsheets and create and maintain databases. Create correspondence and reports, maintaining office files.
- Make travel arrangements for staff, including transportation and hotel reservations, as requested.
- Assist in maintaining the common office areas in a neat, orderly condition.
- Photocopying, as required.
- Schedule and set up meetings and conference calls.
- Correspond with state, federal, and local agencies, as needed.
- Oversee purchasing of office equipment, as needed.
- Arrange for printing of various products, including letterhead and envelopes.
- Oversee purchasing of office equipment and manage equipment, including fax machine, copiers, and printers.
- Assist Program Director in administering the program, including NEIWPCC cooperative agreements and contracts.

Other duties, as assigned by supervisor.

The satisfactory performance of the above duties and responsibilities requires the incumbent to develop a thorough understanding of NEIWPCC’s programs, organization, and policies, to exercise initiative and resourcefulness as a member of the NBEP staff team, to be able to work effectively with state and federal contacts, and with members of the public. The ability to organize workload, and perform tasks in an accurate, conclusive and timely manner is required.
RECOMMENDED QUALIFICATIONS:

**Education**: Associate’s Degree in business, liberal arts, or with coursework in environmental or science disciplines preferred

**Experience**: Applicants must have at least three to five years relevant experience

**Special Knowledge and Skills**:
- Typing 60 wpm with accuracy
- Experience with Microsoft Office Suite, including Word, Excel, and PowerPoint.
- Excellent grammatical, organizational and interpersonal skills
- Ability to work independently, and as part of a team
- Attention to detail
- Ability to maintain confidentiality
- An awareness of environmental issues pertaining to Narragansett Bay

**Environmental Factors**:
- Duties are performed largely in an office setting, but with need for travel to adjoining states for which private means of transportation must be available. Evening and weekend duty may be necessary
- May require flexibility of hours