

TITLE: INFORMATION OFFICER (Communications and Publications Assistant)

EMPLOYER: New England Interstate Water Pollution Control Commission (NEIWPC), Boott Mills South, 116 John Street, Lowell, MA 01852-1124.

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: As the position is part-time, benefits are not provided with the exception of Social Security, unemployment and workers' compensation insurance. This position requires the incumbent to work approximately 1,000 hours per calendar year, and does not presently include an expectation of continuation beyond September 30, 2013.

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.

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 Québec, NEIWPC and several U.S. federal agencies. Private individuals, non-profit groups and academic institutions also participate in the program.

SUPERVISORY CONTROLS: Incumbent operates under the immediate supervision of the Communications and Publications Coordinator. The LCBP Communications and Publications Coordinator, in collaboration with the Education and Outreach Coordinator and the Lowell Office Program manager, evaluates job performance.

JOB SUMMARY: The Communication and Publications Assistant works as part of the LCBP Education and Outreach team to help promote a better understanding among citizens and visitors about the Lake Champlain basin, the problems facing it and the programs and policies designed to improve it. Particular tasks involve web site maintenance, graphic design, publication design and editing, and the creation of new exhibit materials in order to effectively present lake related information to lay audiences and the media.

DUTIES AND RESPONSIBILITIES:

- Prepare and develop materials and content for LCBP websites and publications
- Support maintenance and content management of the LCBP websites
- Assist with graphic design, layout, and editing for LCBP exhibits, documents, and reports
- Assist with development of the electronic Lake Champlain Atlas project
- Maintain graphic assets catalog
- Help interpret watershed and technical and scientific content to public audiences
- Other duties as assigned.

The satisfactory performance of the above duties and responsibilities requires the incumbent to develop a thorough understanding of NEIWPC'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.

RECOMMENDED QUALIFICATIONS:

Education

A Bachelor's Degree with experience in education, communications, graphic design, web site content management, public participation through meetings and programs, and an awareness of natural resource issues pertaining to the Lake Champlain Basin is required. A focus in resource management, environmental studies, or a related field is recommended .

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 substitutes.

Substitutions:

- I. An Associate's degree with a major in any of the fields listed above may be substituted for a maximum of one year of the required (A) experience.
- II. A Bachelor's degree with a major in any of the fields listed above may be substituted for a maximum of two years of the required (A) experience.

Special Knowledge and Skills of Value

Excellent communication skills, both verbal and written.

Excellent grammar and editing skills.

Graphic design skills for web resources and print publications.

Computer literacy, including website development and maintenance.

Excellent organizational skills.

Knowledge of Lake Champlain Basin resource issues.

Ability to work both independently and as part of a team.

Ability to establish and maintain effective working relationships with diverse groups.

Ability to read and or speak French is an advantage