



## **Open Position Announcement**

**October 12, 2022**

### **Project Staff**

**Office Location: Boston, MA**

NEWMOA is a regional association of the state environmental agencies in the Northeast U.S. that helps to protect and clean up the environment. We engage state environmental officials in New England, New York, and New Jersey and states in other parts of the U.S. to collaborate on solid and hazardous waste reduction, recycling, and management; waste site cleanup; toxics use reduction; and pollution prevention challenges.

The Project Staff will assist NEWMOA's Project Managers and Executive Director with executing a variety of environmental and public health projects. These projects are generally related to waste and toxic chemicals and can cover a wide range of environmental issues.

**General Duties & Responsibilities** (Specific duties and responsibilities to be assigned depending on the NEWMOA project)

- Assists with implementing projects and with project planning, execution, and reporting
- Assists with coordinating NEWMOA Workgroup/s and preparing meeting notes
- Gathers and presents information and helps to draft technical or policy documents, fact sheets, handouts, presentations, reports, and memos
- Helps to organize Workgroup meetings, webinars, workshops, and conferences
- Analyzes and presents data
- Assists with updating and maintaining NEWMOA's websites and social networking sites

The Project Staff person will assist with development of educational materials for projects; help with planning and holding webinars, meetings, workshops, and other events; conduct analysis of state municipal solid waste data; support NEWMOA's multiple interstate clearinghouses activities (i.e., IC2, IMERC, and TPCH); and assist with other projects and activities, as needed.

The satisfactory performance of the above duties and responsibilities requires the staff person to have a thorough understanding of NEWMOA's programs, organization, and policies. The ideal candidate must be able to exercise initiative and exhibit resourcefulness in complicated situations. They must be able to work effectively with state and federal officials with varied professional backgrounds. The ability to organize the workload and perform tasks in an accurate, conclusive, and timely manner is required.

## **Qualifications**

### *Experience*

Minimum of one year of full time or equivalent part time professional experience in the field of environmental science, policy, or planning.

### *Education*

An undergraduate degree from a recognized school with a major in biology, chemistry, physics, earth science, environmental science or health, environmental planning or policy, or engineering is required. A graduate degree from a recognized school with a major in one of the fields listed above may be substituted for a year of the required experience.

### *Basic Knowledge & Skills*

- Good communications skills, both verbal and written
- Excellent organizational skills; a keen attention to detail
- Good teamwork and problem-solving skills
- Ability to work effectively with scientists, engineers, and policy makers and to establish professional credibility
- Ability to work independently
- Facility with spreadsheets
- An interest in federal and state waste management, clean up, toxic chemicals, and pollution prevention policies and programs (knowledge of these topics is a plus)

## **Supervisory Controls**

Project Staff are under the supervision of the NEWMOA Executive Director and Project Managers, depending on the project. Job performance is evaluated by the Project Manager (s) and Executive Director.

NEWMOA accepts applicants who are located in the Boston area as well as other parts of New England that are within two hours of the City.

## **Equal Opportunity Provider & Employer**

NEWMOA is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, ancestry; color, creed, sex, gender identity or expression, sexual orientation, pregnancy, age, disability, national origin, veteran status, military service, or any other basis covered by appropriate law. Physical or mental disabilities are considered only as they may relate to a candidate's ability to fulfill essential job requirements. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they do not meet 100 percent of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

Job Type: Full-time

Starting salary: \$50,000 - \$55,000 /year

**Applications**

Applicants are required to submit a cover letter in addition to a resume. In your cover letter, address why you are interested in the position at NEWMOA and how your background and experience are relevant to the job requirements.

To apply, send a cover letter, resume, and 2-3 references to Terri Goldberg, [tgoldberg@newmoa.org](mailto:tgoldberg@newmoa.org).

**Deadline**

Applications are due by **November 18**.