



Open Position Announcement

September 26, 2023

Senior Project Staff/Project Manager (based on experience)

NEWMOA is a regional association (based in Boston) 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/jurisdictions 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 Senior Project Staff/Project Manager will assist NEWMOA staff with executing a variety of projects, including the areas of solid waste and hazardous waste management, waste site cleanup and brownfields redevelopment.

Essential tasks of the position include:

- Assisting with organizing and running webinars, workshops, and conferences on a variety of waste site cleanup topics, including two NEWMOA conferences: the 2024 Northeast Conference on the Science of PFAS and the Revitalizing New England: Brownfields Summit 2024
- Organizing and facilitating NEWMOA's Solid Waste program, including information-sharing and planning meetings and follow-up activities such as organizing training webinars
- Organizing and facilitating monthly meetings of NEWMOA's Hazardous Waste Workgroup
- Organizing and facilitating annual in-person Hazardous Waste Inspector training workshops
- Assisting with implementing other projects including (specific duties and responsibilities to be assigned depending on the NEWMOA project):
 - Helping with project planning and reporting
 - Gathering and presenting information
 - Helping draft educational, technical and policy documents, fact sheets, handouts, presentations, reports, and memos
 - Analyzing and presenting data
 - Assisting with updating and maintaining NEWMOA's websites and social networking sites

The satisfactory performance of the above essential tasks requires the Senior Project Staff/Project Manager to have or quickly gain 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 NEWMOA staff, and local, state and federal officials. The ability to organize the workload and perform tasks in an accurate, conclusive, and timely manner is required.

The Senior Project Staff/Project Manager should live within a distance that they are able to come into the Boston office at least one day per week (Thursdays). The person must also be able to participate in-person in the organization's workshops and conferences, as well as several meetings with member states each year. The position requires several overnight work trips per year, generally all within the eight NEWMOA states.

Qualifications

Experience Sought

Minimum of five years of full time or equivalent part time professional experience in the field of waste site cleanup and brownfields redevelopment, or a combination of waste site cleanup and hazardous waste management or solid waste management.

Education

An undergraduate degree with a major in biology, chemistry, physics, geology, hydrogeology, earth science, environmental science or health, environmental planning or policy, or engineering is preferred. Direct experience in the field without a degree in these areas will be considered.

Basic Knowledge & Skills

- Strong communications skills, both verbal and written
- Excellent organizational skills; a keen attention to detail
- Strong teamwork and problem-solving skills
- Ability to work independently
- Experience with the Microsoft Office suite
- Basic knowledge of CERCLA, waste site cleanup investigation and remediation strategies and technologies, brownfields redevelopment, and the implications of PFAS. Basic knowledge of RCRA C and RCRA D issues is a plus.
- Experience organizing and facilitating in-person and virtual meetings. Experience with organizing and facilitating conferences is highly desirable.

- Interest in a wide variety of waste and waste site cleanup issues

Supervision

Senior Project Staff/Project Managers are under the supervision of the NEWMOA Executive Director.

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: \$60,000 - \$75,000 (depending on experience) per year with a generous benefits package.

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 essential tasks of the job.

To apply, send a cover letter, resume, and 2-3 listed references to Melissa Lavoie, mlavoie@newmoa.org.

Deadline

Applications are due by **October 16, 2023**.