



## **Open Position Announcement**

**November 2023**

### **Hiring for Multiple Project Staff/Project Managers (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 Project Staff/Project Managers will assist NEWMOA staff with executing a variety of projects, with a focus on the work of our three Clearinghouses ([IC2](#), [IMERC](#), & [TPCH](#)) that focus on the reduction of toxic chemicals, including mercury, lead, PFAS and other chemicals in both packaging and consumer products.

**Location:** Hybrid position with opportunity to work collaboratively in a shared space at the NEWMOA Offices at 89 South Street in Boston, MA. Preference will be given to candidates in the greater Boston area though remote candidates with experience will be considered.

**Salary:** \$60,000 - \$75,000/year based on level of experience. NEWMOA offers a robust compensation package including vacation, personal and sick leave, health and dental insurance, and retirement contribution.

### **Minimum Qualifications**

#### *Experience*

Minimum of two years of full time or equivalent part time professional experience in the field of environmental science or equivalent combination of the required experience and the educational substitution described below.

#### *Education*

An undergraduate degree, preferably with a major in science, engineering, environmental sciences or public policy (course work in chemistry, physics, earth science, biology, or environmental science is desired). A graduate degree with a major in one of the fields listed above may be substituted for a maximum of one year of the required experience.

### *Basic Knowledge & Skills*

- Knowledge of federal and state chemical ingredient, toxics use reduction, and pollution prevention policies and programs
- Excellent communications skills, both verbal and written
- Strong organizational skills and ability to manage multiple tasks/priorities simultaneously
- Excellent facilitation, teamwork, and problem-solving skills
- Ability to work effectively with scientists, engineers, and policy makers and to establish professional credibility
- Ability to support data and information collection, databases, and data systems
- Ability to work independently and as part of a team
- Ability to assist with managing and preparing budgets, grant proposals, and contracts

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

- Ensures that projects are completed on-time and within budget
- Manages and facilitates an Executive Committee, Board, Council, Workgroup/s and other Committees
- Organizes meetings and conference calls
- Organizes training workshops, webinars, conferences, and seminars
- Prepares and manages annual project workplans and budgets
- Assists with strategic planning
- Conducts research and presents results
- Helps to recruit new members
- Oversees and supports content areas on websites and social media sites
- Assists with development of databases and other tools
- Provides assistance to users of the High Priority Chemicals Data System and the other online databases
- Assists with preparing policy papers
- Presents at professional conferences and meetings
- Prepares technical or policy documents, fact sheets, reports, memos, and other written documents
- Identifies and develops funding opportunities
- Prepares grant applications and contracts
- Manages contracts and grants and ensures the fulfillment of their requirements
- Prepares progress reports to federal and state agencies and other funding sources

The satisfactory performance of the above duties and responsibilities requires the employee to have a thorough understanding of NEWMOA's programs, organization, and policies to exercise initiative and resourcefulness in complicated situations and to be able to work effectively with state, local, and federal contacts and Supporting Members at both staff and management levels and with varied professional backgrounds. The ability to organize the workload and perform tasks in an accurate, conclusive, and timely manner is required.

### **Supervisory Controls**

Project Managers are under the supervision of the NEWMOA Executive Director and the Board of Directors. Job performance is evaluated by the Executive Director.

**To Apply**

To apply for the position, send your resume, cover letter, and references to Melissa Lavoie [mlavoie@newmoa.org](mailto:mlavoie@newmoa.org).

**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.