

Job Description: IMERC Program Manager/Coordinator (20 hours per week)

Location: Flexible. You can be fully or a hybrid of remote and in-person at NEWMOA's Boston office in the south end

Expected Yearly Pay: \$30,000 - \$37,500 based on experience

Position Summary

IMERC (Interstate Mercury Education and Reduction Clearinghouse) is a multi-state clearinghouse that facilitates its member states and manufacturers of mercury-added products in ensuring compliance with mercury-added product regulations.

The IMERC Coordinator serves as a liaison between the IMERC member states and manufacturers of mercury-added products. In this role, you will manage the IMERC Steering Committee and technical review workgroups, oversee the interstate review of manufacturer applications, document decisions, and ensure that both state regulators and the regulated community navigate IMERC's online reporting system efficiently and compliantly.

Minimum Qualifications

Experience

Professional experience in environmental science, database management or a related field.

Education

A bachelor's degree in biology, chemistry, physics, earth science, environmental science, environmental planning or policy, data management or engineering is preferred but work experience will be considered.

Basic Knowledge & Skills

- Familiarity with state and federal regulations concerning mercury-added products.
- Strong verbal and written communication skills.
- Excellent organizational skills, with the ability to track multiple applications, action items, and deadlines simultaneously.
- Ability to work both independently and collaboratively with a diverse team.
- Proficiency in Microsoft Office; experience with managing online databases or reporting systems is a plus.

Key Responsibilities

- Coordinate meetings of the IMERC Steering Committee and three technical workgroups, including scheduling, facilitation, and note-taking.
- Act as the primary point of contact for manufacturers using the IMERC system, providing guidance and technical support throughout the reporting process.
- Troubleshoot issues with the online reporting system and escalate unresolved problems to the system contractor.

- Conduct administrative reviews of manufacturer submissions and track progress through the workgroup review process.
- Document workgroup decisions made on each submission.
- Follow up with manufacturers for clarification or additional information when needed.
- Publish regular issues of the IMERC Alert newsletter.
- Maintain and update IMERC content on the NEWMOA website.

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 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

The IMERC Coordinator reports to the Executive Director. Performance is evaluated by the Executive Director in consultation with NEWMOA's Board of Directors.