

**TITLE:** Environmental Analyst – Communications

**EMPLOYER:** Interstate Environmental Commission, c/o BioBAT, Bldg. A, 2<sup>nd</sup> Floor, Brooklyn, New York 11220.

**LOCATION:** Interstate Environmental Commission, , c/o BioBAT, Bldg. A, 2<sup>nd</sup> Floor, Brooklyn, New York 11220.

**SALARY:** Approximately \$59,994-\$63,361, plus downstate location adjustment. Grade and Step dependent upon level of experience and qualifications.

**BACKGROUND INFORMATION:** The Interstate Environmental Commission comprehensively addresses water quality issues and priorities in the IEC jurisdictional waters in the tri-state area (NY, NJ, and CT). IEC's jurisdictional waters were established by compact in 1936, which also established IEC as an interstate organization responsible for protecting the water and air of its jurisdictional area.

**ADDITIONAL INFORMATION:** Benefits provided but not included in salary range: vacation, personal and sick leave, health, life and disability insurance, tuition reimbursement, retirement plan. This position requires the incumbent to work five days a week, 7½ hours per day, except for approved compensatory time. This is not a remote or hybrid position. While a regularly scheduled telecommuting day is not an available benefit for IEC employees, an employee who has completed the probationary period may request a situation-dependent day to work at home in connection with a specific project.

**JOB SUMMARY:** Write and develop content for social media, website, quarterly email newsletters, state summaries and annual report. Act as liaison between IEC staff and website contractor to provide timely content and updates for website and social media. Assist Executive Director in the general operations of the office related to program planning, development and distribution of meeting materials, and reporting requirements. May participate in meetings of the Executive Committee and Commissioners, where appropriate.

**DUTIES AND RESPONSIBILITIES:**

**1. As Communications Officer:**

- Develop content for IEC's annual reports; research and write copy, compile visuals, prepare material for layout, monitor production.
- Create and edit content for IEC's website, [www.iec-nynjct.org](http://www.iec-nynjct.org)
- Create and edit content for IEC's quarterly newsletters
- Maintain appropriate content on IEC's website and social media platforms to ensure they are up-to-date and accurate.
- Solicit photos from staff related to Commission activities. Maintain and organize photo library for use in IEC and partner publications, website, social media, as appropriate.
- Other duties as assigned.
- Create, edit and format content for IEC's annual state summaries of activities.

**Social Media Lead:**

- Raise IEC's public profile by writing and publishing social-media posts and by facilitating participation by and contributions from other members of the staff.
- Foster connections through appropriate social-media "likes", "follows", and reposts.
- Work closely with staff, including in the field, to inform and guide the development of content and articles and compile photos for IEC publications.
- Attend environmental outreach and public information events with IEC staff, as appropriate. Develop outreach materials, including display materials for such events.

## **2. Monitoring Support**

- Assist and Support IEC's monitoring programs as needed, including participating in ambient water quality (both boat and land-based) surveys and laboratory analyses.
- Assure that all field monitoring and sampling activities are performed in accordance with approved standard operating procedures (SOPs) and approved Quality Assurance Project Plans (QAPPs) and that all data are recorded properly on calibration sheets, field data sheets, chain of custody and other documents, as appropriate.
- Perform and review data entry into spreadsheets, Laboratory Information Management System (LIMS) and online databases (WQX EPA's online water quality database).

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of the Commission's programs, organization, and policies, to exercise initiative and resourcefulness and to be able to work effectively with varied professional backgrounds. Excellent attention to detail in terms of accuracy, presentation, design and grammar is required.

**SUPERVISORY CONTROLS:** Incumbent operates under the general supervision of the Executive Director who provides instruction on new work, guidance and review of completed work to assure accuracy and adherence to established policy and requirements.

Independently performs tasks in an efficient and effective manner, using creativity and good judgment. Consults with Executive Director on certain matters of policy. The Executive Director evaluates job performance.

## **PREFERRED QUALIFICATIONS:**

### **Education**

A bachelor's degree in natural sciences, communications, English, creative writing, journalism, language arts, liberal arts, inter-disciplinary environmental studies or related field preferred.

### **Experience**

Ideal candidates will have at least (A) three years of full-time, or equivalent part-time, technical or professional experience in the fields listed of above, of which (B) at least one year must have been in a professional capacity, or (C) any equivalent combination of the required experience and the following substitutions:

### **Special Knowledge and Skills**

Ideal applicants will be organized, flexible, detail-oriented, and reliable, with a proven ability to understand, coordinate and prioritize multiple tasks associated with a project and a **strong** interest in water quality issues related to the tri-state area. Knowledge and experience with aspects of environmental issues, policies and regulations, particularly in relation to water quality. Candidates should be comfortable working in a combination of office, field and laboratory settings and be equally comfortable and **effective** working independently or as well as a part of a small team.

Required:

- Excellent communication skills, both verbal and written
- Excellent organizational skills
- Graphic design skills
- Ability to communicate science and data to the public
- Ability to work independently, and as part of a team
- Excellent computer skills
- Ability to follow oral and written instructions
- Ability to maintain accurate records
- Valid driver's license, private means of transportation, and willingness to transport water samples and sampling equipment when necessary.
- Experience driving in and around the tri-state area (NY, CT, and NJ.)
- Ability to lift and carry up to 50 pounds.