NEIWPCC is seeking enthusiastic and experienced candidates for a Program Manager role, based in our Lowell, MA headquarters. Established by an Act of Congress in 1947, this regional commission has helped our seven member Northeast states (Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont) to preserve and advance water quality through a variety of programs, training support, and engagement. Staff proudly work to achieve this mission by providing bold leadership, championing innovation and new technologies, connecting water professionals, and leveraging knowledge to support clean and safe water. We are excited to add this member to our NEIWPCC team!

JOB SUMMARY:
The incumbent will act as a technical advisor to NEIWPCC, state agency staff, and the public on issues related to the assigned program(s). This person represents NEIWPCC concerning issues through public presentations, testimony, and participation in meetings and various committees. They will also serve as a subject matter expert and assist with research and the gathering of information on miscellaneous program topics, including grants, on which NEIWPCC policy decisions are based.

This position requires a strategic leader able to thrive in a not-for-profit organization navigating the challenges of a rapidly changing landscape. Incumbent must be a person equally comfortable with operating at 40,000 feet to inform the Executive Director and Board and with diving into the weeds to get the details right, depending upon the nature of the task at hand. Additionally, the Program Manager assists the Division Director in managing and developing a small staff with expertise in wastewater, onsite systems and underground storage tanks.

A successful candidate will rely on his/her ability, expertise, and commitment to excellence. S/he will also build NEIWPCC’s culture which focuses on honesty, ethical behavior, personal integrity, respect for others, transparency, hard work, and collaborative teamwork.

GENERAL DUTIES AND RESPONSIBILITIES:
- Manage NEIWPCC’s training program for the continued training of compact-member state water quality professionals, including state contracts (JETCC and MWOT) as well as contract training requests. Additional activities to include the initiation of stormwater training and the delivery of courses pertinent to wastewater treatment and other environmental issues. This includes in-person training and virtual programming.
- Manage special contracts for wastewater related projects, including the supervisory of additional staff.
- Educate colleagues and building capabilities among staff to understand and be held accountable for program management. More broadly, collaborate across the team to proactively share information and provide a lens to others’ efforts
- Assist in the leadership of the division staff group
- Serve as project manager for work in support of NEIWPCC’s mission. Assist in developing and implementing plans and goals and oversee engineering projects throughout the region.
- Serve as backup in the absence of the Director of Wastewater and Onsite Systems
- Develop work plans, budgets, and contract/grant amendments. Track specific elements and provide reporting on contract deliverables with agency partners.
• Maintain appropriate webpages on the NEIWPCC website to ensure they are up-to-date and accurate. Write articles for various publications.
• Other duties as assigned.

RECOMMENDED QUALIFICATIONS:
• Master’s degree in Environmental Engineering or Civil Engineering
• 12+ years of related technical or professional work experience
• Proven experience as a direct supervisor/manager for a minimum of 8 years
• Current Professional Engineer’s license (preferred)
• Current Massachusetts wastewater license (preferably Grade 4 or higher)
• Ability to work independently but welcomes team collaboration
• Incumbent must exercise considerable independent judgment
• Excellent verbal and written communication skills with the ability to set priorities and remain organized

NEIWPCC offers a competitive compensation package, including excellent comprehensive benefits for eligible employees. If interested, we welcome you to send a brief cover letter and resume to us by September 25, 2020. In order to assist us, please reference 20-Lowell-004 in the email subject line.

NEIWPCC is an equal opportunity employer, and will not discriminate against any employee or applicant for employment because of their race, color, creed, religion, national origin, gender, sexual orientation, gender identification, marital status, physical and mental disability, ancestry, genetic information, age, political or union affiliation, pregnancy or related medical conditions, military service or application for military service, veteran status, or any other status or classification protected by applicable law. Physical or mental disabilities will be considered only as they may relate to the candidate’s ability to fulfill bona fide job requirements. This policy refers to all personnel practices including employee recruiting, hiring, transfers, promotions, training, disciplining, terminating and all other conditions.

[Full job description.]