

Water Quality and Business Operations Intern Lowell, MA



Join NEIWPCC this summer and support clean water initiatives throughout the region! We're seeking an intern who's got an eye for detail to perform various administrative tasks that support our headquarters staff and promote positive environmental change. You will:

- Assist with a garden rewards program by tracking submissions and updating funds.
- Support water quality webinars and success stories projects, and conduct research for future topics.
- Contribute to in-office and external events by preparing materials and coordinating logistics.
- Perform various office support tasks, sorting and sending mail, data entry, record keeping, organizing common office areas, and formatting digital files in Microsoft Suite.

The successful candidate will be passionate about environmental programs and will have at least two years of college completed with a major in environmental science, biology, natural science, or related field. Experience with Microsoft Office Suite (Word, Excel, and PowerPoint) is needed. Good leadership, communication, coordination, and organizational skills are highly valued. Candidates with alternative qualifications or who have taken a less traditional career path may be considered if an aptitude for success and a strong willingness to learn is clearly apparent.

The anticipated hourly pay range for this internship is \$15-19, dependent on experience. This role is based out of NEIWPCC's Headquarters office in Lowell, MA, and is not eligible for telework. The intern will be expected to work 10-15 hours per week, beginning in early June and extending through August, with the potential to stay on beyond September. A valid driver's license and access to personal transportation is required. Proof of COVID-19 vaccination required.

To Apply

Submit a cover letter, resume, and writing sample by email to jobs@neiwppc.org by March 10, 2024. Please reference #24-Lowell-003 in the email subject line. Accepting applications until the position is filled. A full position description may be viewed at: <https://neiwppc.org/about-us/careers>.

About NEIWPCC

NEIWPCC is a regional commission that helps the states of the Northeast preserve and advance water quality. We engage and convene water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across shared regions, ecosystems, and areas of expertise. Our mission is to advance clean water in the Northeast through collaboration with, and service to, our member states.

NEIWPCC's Diversity Commitment

NEIWPCC is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. 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. Read more about NEIWPCC's commitment to diversity here: <https://neiwppc.org/about-us/diversity-equity-and-inclusion/>.