

Who We Are

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.

How You Can Help

We're looking for a detail-oriented contracts management specialist to join our team of dedicated and resourceful experts coordinating agreements that fund environmental projects throughout our region. As a part of the contracts team, you will work collaboratively with internal and external partners by:

- Providing administrative support through subaward drafting, contract procurement, and closeout processes.
- Performing data entry, tracking contractor deliverables and monitor project statuses, and developing forms and presentations.
- Analyzing insurance documents for compliance with specifications, processing contract packages and invoices, and creating charts and reports.

What We Are Looking For

The successful candidate will have:

- A bachelor's degree in business management or related field, and at least three years of related full-time professional experience.
- Effective verbal and written communication skills, with proofreading and editing capability.
- With minimal instruction or guidance, proficiency in Microsoft Access, SharePoint, Adobe Acrobat, and Microsoft Office Suite (Word, Excel and PowerPoint).
- The ability to build collaborative relationships, flexibility to work with shifting priorities, and a willingness to learn new tools and systems.

What We Offer

The anticipated annual salary range for this position is \$55,000 to \$70,000. NEIWPCC offers an outstanding comprehensive benefits package for eligible employees:

- Pays 75% of premiums for health, dental and vision coverage.
- Contributes 10% of annual base salary to employee retirement plans.
- Provides 15 paid vacation days, 15 paid sick days, paid holidays and volunteer leave per year.
- Offers tuition reimbursement and professional development support.
- Qualified employer for the Public Service Student Loan Forgiveness program.

Position Logistics

This full-time position will work 7.5 hours per day and is based out of NEIWPCC's Headquarters office in Lowell, MA. Duties will be performed in an office setting with occasional travel, for which a valid driver's license and private means of transportation are required. After six months, this position may be eligible for a hybrid work schedule, subject to approval and program needs. Proof of COVID-19 vaccination required.

To Apply

Submit a cover letter, resume, and a brief writing sample by email to jobs@neiwppcc.org by March 24, 2024. Please reference #24-Lowell-005 in the email subject line. Accepting applications until the position is filled. A full position description may be viewed at: <https://neiwppcc.org/about-us/careers>.



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://neiwpc.org/about-us/diversity-equity-and-inclusion/>.