

**Contracts/Legal Intern for Water Resource Protection**  
*Lowell, MA*



NEIWPCC is seeking an intern to assist NEIWPCC's legal team. This intern will gain experience in a variety of contracts management processes and procedures that support environmental programming aimed at preserving and advancing water quality in the Northeast.

**What You'll Do**

As an intern for NEIWPCC, you'll work alongside full-time staff to support the contracting efforts associated with clean water initiatives. You'll assist with processing agreement requests, tracking agreement statuses, archiving documentation, and inputting crucial data into the agreement database. You'll also participate in pilot testing an Excel database of legal templates, clauses, and letters to devise innovative solutions to programming issues and ensure the system is ready to implement later this year.

**What You Bring / Preferred Qualifications**

The successful candidate will have a passion and interest in preserving and advancing water quality. Ideally the candidate will be a business management, public administration, accounting, or related major with at least two years of college, a recent graduate with a bachelor's degree, or a current graduate student. Practical experience in business management, information technology or accounting is preferred. A strong attention to detail, organization, and time management capabilities are needed. Experience with Microsoft Office Suite (including Word, Excel, and Access) is essential, advanced experience in Excel programming and Access database management is a plus. 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.

**Logistics**

This is a seasonal NEIWPCC internship based out of NEIWPCC's Headquarters office in Lowell, MA. The intern will be expected to work 15-20 hours per week, and the position is expected to begin in May and extend through December, with some flexibility. This position is not eligible for telework. A valid driver's license and access to own transportation is required. Proof of COVID-19 vaccination required.

**Pay**

The hourly payrate for this position is anticipated to start at \$16.50, depending on experience and education.

**To Apply**

Submit a cover letter, resume, and writing sample by email to [jobs@neiwpc.org](mailto:jobs@neiwpc.org) by May 7, 2023. Please reference #23-Lowell-008 in the email subject line. Applications will be reviewed on a rolling basis, accepting applications until the position is filled.

A full position description and benefits listing may be viewed at: <https://neiwpc.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://neiwpc.org/about-us/diversity-equity-and-inclusion/>.