



## **Staff Attorney and Program Manager** *Lowell, MA*

NEIWPCC is seeking a collaborative, thoughtful, and dedicated Attorney to join our established interstate water organization. This position would provide legal expertise on policy matters of significant importance, as well as independent advice and recommendations on a wide range of topics. Duties include:

- Coordinating legal activities in collaboration with NEIWPCC's leadership team and state partners.
- Supervising the activities of our dedicated contracts management staff, reviewing draft contracts, and assisting staff with contract negotiations.
- Oversee the activities of our wastewater infrastructure program and anticipated East of Hudson program by supervising staff located in partner offices, reviewing bid documents and related construction contracts, and managing budgetary processes.

### **Preferred Qualifications**

The successful candidate will have a passion and interest in preserving and advancing water quality, and:

- A Juris Doctorate degree from an accredited law school, and admission to the Massachusetts Bar and be in good standing. Admission to the New York Bar is a plus. Consideration will be given to candidates able to pass the Massachusetts Bar and be in good standing within 6-months of hire.
- 5 years of full-time or equivalent part-time, professional experience in the practice of environmental law, construction law, and/or contracts law. Exceptional candidates with less experience and a dedication to learn are encouraged to apply.
- Supervisory, leadership, budget preparation, grant writing, and contract management experience.

### **What We Offer**

The anticipated annual salary range for this position is \$75,000 to \$90,000. 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.
- 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 Lowell, MA headquarters office. A part-time schedule may be considered. Duties will be performed largely in an office setting, but with a need for regional and national travel, for which a valid driver's license and private means of transportation is required. After six months of employment, this position may be eligible for a partial telework schedule for office-based duties. COVID-19 vaccination required.

### **To Apply**

Submit cover letter, resume, and a brief writing sample by email to [jobs@neiwpc.org](mailto:jobs@neiwpc.org) by April 28, 2024. Please reference #24-Lowell-006 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>.

### **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.

### **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/>.