

ENVIRONMENTAL ANALYST JOB DESCRIPTION

National Association of Wetland Managers

The National Association of Wetland Managers (NAWM), located in Portland, Maine, is a national 501(c)(3) membership organization whose mission is to build capacity for state and tribal members and foster collaboration among the wetland community of practice by encouraging the application of sound science to wetland management and policy, promoting the protection and restoration of wetlands and related aquatic resources, and providing training and education for members and the general public. NAWM is a fast-paced, growing non-profit organization with a mission- and employee-focused work environment. NAWM is an equal opportunity employer.

Overview: The Environmental Analyst provides professional support by managing and implementing individual projects, facilitating workgroups and committees, delivering workshops and trainings, conducting research, analyzing policies, and evaluating local/state/tribal/federal wetland programs and program needs. The Environmental Analyst works under the supervision of the Executive Director and as a team member with other staff.

Primary Responsibilities:

- Lead individual projects as needed, including developing and implementing content and logistical support for regional and national trainings, workshops, and initiatives.
- Facilitate various workgroups and ad hoc committees.
- Perform research and write reports, articles, federal policy comment letters, and white papers.
- Develop, coordinate, and host webinars.
- Assist with the logistics and operation of NAWM's annual State/Tribal/Federal Coordination Meeting and other internal projects such as the biennial Board of Directors Retreat.
- Travel to and participate in regional and national meetings and conferences.
- Review and evaluate federal and state policies and legislation to determine the benefits and impact of any changes.
- Assist with identifying and writing grant proposals.
- Develop outreach materials for NAWM and state/tribal wetland programs.
- Develop and foster relationships with other organizations that share similar goals.
- Participate in outreach, communications, and fundraising activities.
- Stay abreast of current news, policy changes, etc. affecting wetlands and wetland programs.
- Contribute to the collaborative, results-oriented, continuous improvement, and learning culture in all actions and communications.

Skills and Qualifications:

Required:

- Master's degree in environmental science, environmental policy, public policy, planning, environmental management or similar field, or a commensurate amount of professional experience.
- Knowledge of federal wetland policy, e.g., Clean Water Act.
- Strong project planning, organizational, and management skills with a fine eye for detail.
- Strong research and/or policy analysis skills and demonstrated experience.
- Experience with developing and implementing in-person and online trainings.
- Knowledge of wetland and/or aquatic science.
- Knowledge of natural resource management issues.
- Excellent writing and communication skills.
- Experience coordinating and facilitating groups.
- Ability to develop and conduct presentations.
- Computer proficiency, particularly with Microsoft Office.
- Ability to work independently and as a team.

Desired:

- Experience using webinar delivery, programs, and systems.
- Experience working with tribes and/or on issues important to tribes.
- Grant writing and/or fundraising experience.
- Local land-use planning experience.
- Website, social media, and graphic design skills.
- Basic GIS skills.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Compensation:

This is a full-time, year-round position to be held at NAWM's office, currently located in Portland, Maine. Starting salary is \$55k/year. Employee will be eligible for benefits offered by NAWM, such as a Flexible Spending Account (FSA), health insurance and competitive paid time off allowances after a 3-month probationary period.

How to Apply:

Interested applicants should send a cover letter, a resumé describing experience consistent with job requirements, a 1-2 page writing sample, and three references to marti@nawm.org. Please, no phone calls, hard copies, or drop-ins. Applications will be reviewed on a rolling basis until the position is filled. For additional information, please contact Marti Northover at (207) 892-3399.