



LAKE CHAMPLAIN COMMITTEE JOB DESCRIPTION

JOB TITLE: Director of Science & Water Programs

HOURS: Full-time, 40 hours per week including occasional weekends and evenings

SUPERVISOR: Executive Director

BRIEF DESCRIPTION:

An organization with a distinguished history of over 50 years of action in protecting a critical natural resource seeks an articulate, knowledgeable advocate and educator to lead the organization's water protection programs. The successful candidate will help shape local environmental policy and awareness, and serve as a leader in protecting one of North America's most significant water resources.

ORGANIZATION:

The Lake Champlain Committee (LCC) is dedicated to protecting Lake Champlain's environmental integrity and recreational resources through science-based advocacy, education and collaborative action. LCC is the region's only bi-state citizens' organization dedicated to lake health and accessibility.

FUNCTION:

The **Director of Science & Water Programs** develops environmental and science policy initiatives and projects related to the mission of the Lake Champlain Committee, under the direction of the Executive Director. Responsibilities include overseeing and implementing: policies and strategies on specific environmental issues; interpreting and conducting research and producing technical reports relevant to LCC policy work; and representing the Lake Champlain Committee before administrative agencies and the Legislature. Other responsibilities include developing creative approaches to regularly communicate environmental issues and LCC policy to a regional lay audience using a variety of media. The staffperson oversees and implements LCC's citizen cyanobacteria/blue-green algae monitoring program, aquatic invasive species mapping and eradication efforts, supervises and implements LCC's Environmental Service Corps internship program and participates in the development and implementation of LCC's communication and public outreach efforts providing scientific review and input on educational materials and initiating educational campaigns related to high priority issues. The Director of Science & Water Programs also participates in formal and informal committees and task forces within and outside LCC relevant to LCC's mission and agenda and works to expand collaborative efforts and advocacy networks.

RESPONSIBILITIES:

Environmental and Science Policy Initiatives and Advocacy

- Work with the Executive Director and LCC Board to develop policy initiatives and strategies related to LCC's mission. Areas of organizational focus are: nutrient and toxics reduction, watershed restoration, ecosystem protection and management, and management of aquatic invasive species, climate change, water-based recreation, along with critical emerging issues.
- Implement and oversee LCC field programs including annual citizen cyanobacteria monitoring and aquatic invasive species eradication efforts and help secure ongoing funding.
- Advocate for policy and regulatory changes and research as appropriate to protect and improve the health of Lake Champlain and its watershed.
- Expand and develop science, resource management and advocacy networks of support to further LCC's mission.
- Provide leadership and support to board committees involved in policy development and issues work.
- Coordinate meetings related to science, policy and advocacy work as appropriate and serve as LCC representative to the related groups.

Communications, Outreach and Education

- Represent the Lake Champlain Committee before administrative agencies and the Legislature and at hearings on critical issues.
- Initiate educational campaigns that reinforce LCC's high priority environmental and science policy and stewardship initiatives.
- Produce special bulletins and activist alerts on topical issues to engage LCC members and citizens in our advocacy work.
- Implement an internship program to link graduate and undergraduate student research and project work to critical Basin policy issues, educational programs and community needs and leverage staff time.
- Develop regular informational columns for distribution to basin media and members with an emphasis on communicating key lake issues to a regional lay audience and engaging citizens in lake protection and restoration work.
- Help develop and expand LCC's web and social media presence through regular content development and updating and frequent postings and outreach. Maintain individual web pages for science and issues work to foster broader citizen understanding of lake issues and expand support for LCC's work.
- Produce feature articles and content on topical issues for LCC's E-newsletter and other publications.
- Assist in the development and implementation of other aspects of LCC's communication program including the annual Paddlers' Trail Guidebook (provide scientific overview and write sections on lake health) annual reports, member and partner updates, grant reports and general communications.
- Participate in the upgrading, diversification and expansion of LCC's existing education and outreach materials as needed.
- Organize educational events and outings to raise awareness of lake issues, natural history and foster stewardship and citizen engagement.

Fundraising

- Secure outside funding for new and current LCC policy and program initiatives through public and private funding sources working in concert with the Executive Director.
- Produce workplans and interim and annual progress reports as needed for donor relations, general outreach, and grant-funded projects related to policy, science and educational programs.

General

- Assist in developing annual budgets and workplans and participate in the short and long-term planning efforts of the Lake Champlain Committee.
- Participate in regular staff meetings, outings and staff development activities.
- Other duties as assigned.

ACCOUNTABILITY:

The **Director of Science & Water Programs** is expected to drive policy initiatives and projects throughout the Lake Champlain basin by developing and implementing campaigns, running field programs and producing scientific and educational materials that reinforce LCC's environmental initiatives. The staffperson authors a *Lake Column* (or similar outreach effort), activist alerts, E-newsletter articles, social media postings and special bulletins, and works with science and advocacy networks to further LCC's mission. They also make regular contributions to other parts of LCC's communications program (E-newsletter, website, annual Paddlers' Trail Guidebook, etc.) and oversee science and policy-related internships. The **Director of Science & Water Programs** works to secure funding for science and policy initiatives, demonstrates efficient use of public and private funds, and adheres to relevant standards for contract work.

QUALIFICATIONS FOR POSITION:

Experience and Background

- Successful experience with environmental policy development and implementation.
- Ability to analyze and integrate scientific and policy matters.
- Ability to effectively and persuasively communicate scientific and technical information to diverse, lay-audiences using a variety of media.
- Track record of effective and creative environmental problem solving.
- Interest in and familiarity with technical aspects of environmental issues on which LCC works.
- Understanding of environmental laws, regulations, and policy.
- Personal commitment to protecting Lake Champlain's environmental integrity and recreational resources.

Education

- Master's degree or equivalent strong academic background in environmental science or water resources management.

Interpersonal and Organizational Skills

- Strong organizational, interpersonal, written and oral communication skills and an ability to produce finished, high quality products. Interest in building and expanding networks of support and initiating collaborative efforts on issues, outreach and advocacy.
- Aptitude for dealing effectively with a wide range of individuals and organizations.
- Comfortable and outgoing in public settings.
- High motivation and energy level.
- Willingness to work flexibly as part of a team and confidence to work in a self-directed fashion.
- Ability to work with deadlines and within budgets and under time pressure with good humor and attention to detail.

Technology, Outreach and Research Skills

- High level of proficiency with Microsoft Word, Excel, Outlook, PowerPoint or other presentation programs (Prezi, PowToon) and database applications Email, website updating, social media proficiency and fluency, and aptitude for web-based searches and research.
- Strong analytical skills and mastery of technology in daily work. Ability to read, interpret, analyze and present a wide range of information.

Working Conditions

- Willingness to work evenings when necessitated by policy development and advocacy work.
- Flexibility to shift comfortably and readily from office environment to formal meetings, community settings, and field environment throughout work tenure.
- Valid driver's license and consistent access to a reliable vehicle. Frequent travel to throughout the basin, including the New York portion of the watershed may be required.
- Support for using public transportation and carpooling for travel when possible.

ADVANTAGEOUS SKILLS & EXPERIENCE

- Familiarity with Lake Champlain or other lake systems.
- Paddling or boating ability.
- Outdoor experience or certifications.