



Working for a healthy,
accessible lake since 1963



Photo by Lisa Cicchetti

LAKE CHAMPLAIN COMMITTEE JOB POSTING

New York Education & Field Engagement Associate

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

LOCATION: New York portion of the Lake Champlain Basin via a combination of remote work, on-site, and field locations, with one day per week at the LCC office in Burlington, VT for the first six months.

SUPERVISOR: Executive Director

APPLICATION DEADLINE: April 24, 2026

ORGANIZATION:

The Lake Champlain Committee (LCC) has a distinguished 63-year history of action to protect Lake Champlain's environmental integrity and recreational resources through science-based advocacy, education, and collaborative action. LCC is the region's only nonprofit advocacy organization dedicated to lake health and accessibility for Lake Champlain and is the home organization for the Lake Champlain Paddlers' Trail. LCC's office is in Burlington, VT; its staff conduct field work and outreach throughout the Lake Champlain basin.

OVERVIEW:

The **NY Education & Field Engagement Associate** is responsible for supporting LCC's science-based environmental field programs and delivering environmental education lessons and information related to the mission of LCC. The position operates primarily in New York's Clinton, Essex, Franklin, Washington and/ or Warren Counties. The NY Education & Field Engagement Associate develops and presents information and outreach materials to children and adults, supports LCC's community science volunteers, and conducts field outreach including stormwater property assessments and trainings on cyanobacteria and aquatic invasive species monitoring. The NY Education & Field Engagement Associate is the lead for LCC's collaborative work with New York State community partners to develop and organize educational events and outings to raise awareness of lake issues, natural history, and foster stewardship and community engagement. The NY Education & Field Engagement Associate produces informational columns and outreach materials, develops and fosters relationships with partner organizations, and supports and promotes the Lake Champlain Paddlers' Trail.

KEY RESPONSIBILITIES:

Science-Based Education and Programming

- Provide information and deliver environmental education lessons on native and invasive aquatic species, stormwater, marine debris, pollution, and other key natural history and environmental protection topics relating to LCC's environmental and science policy and stewardship initiatives to children and adults at schools, camps, fairs, workshops, and other community events. This work includes occasional evenings and weekends.

- Work with other LCC staff and community partners, particularly in New York State, to develop and organize educational events and outings to raise awareness of lake issues, natural history, and foster stewardship and community engagement. Participate in the upgrading, diversification and expansion of LCC's existing education and outreach materials as needed.

Field Programs and Volunteer/ Member Support

- Support LCC community science programs, including annual community-based cyanobacteria monitoring, aquatic invasive species monitoring and eradication/management efforts, and stormwater reduction education programs by interfacing with volunteers to provide materials, answer questions, track data, and disseminate communications about the work.
- Conduct in-person meetings and trainings for New York-based community science volunteers.
- Expand and develop science, resource management, and advocacy networks to further LCC's mission and serve as LCC representative to related groups, particularly in New York State.
- Work to foster relationships with public and private landowners to promote and expand voluntary stormwater assessment programs such as Lake Wise and beach clean-ups.
- Promote and develop Lake Champlain Paddlers' Trail including assisting with production of the annual online guidebook, expanding day trip guides and content materials, developing new partnerships and trail locations, discussing maintenance needs with landowner partners, and creating educational programs and materials to promote safe access to and utilization of the Trail system.
- Transport, set up, and manage outreach exhibits and activities; maintain mobile inventory of LCC merchandise, outreach materials, and member resources, and track related distribution or sales.

Communications and Outreach

- Assist with production of informational columns, special bulletins, alerts and informational materials on topical issues to engage LCC and community members in our advocacy and field work.
- Help develop and expand LCC's web and social media presence through regular content development and updating and frequent postings. Assist in maintaining web pages for science and issues work to foster broader understanding of lake issues and expand support for LCC's work.
- Help support direct mail and email outreach and maintain and update volunteer and partner records in LCC's databases.

Organizational and Grant Administration

- Participate in weekly staff meetings and contribute to organization-wide planning and development.
- Grant expenditure tracking for specific grants for grant-funded projects.
- Assist in producing workplans and interim and annual progress reports as needed for donor relations, general outreach, and grant-funded projects related to science and educational programs.
- Assist in securing outside funding for new and current LCC program initiatives through public and private funding sources working in concert with other LCC team members.

REQUIRED QUALIFICATIONS FOR POSITION:

Experience and Background

- Successful experience totaling at least one year (can include internships with substantial responsibility) of developing and delivering environmental education, engaging in environmental outreach and advocacy, and/ or conducting environmental field programs.
- Ability to effectively and persuasively communicate scientific and technical information to diverse audiences using a variety of media.
- Interest in and familiarity with environmental issues on which LCC works, including understanding of environmental science, laws, regulations, and policy.

- Personal commitment to protecting Lake Champlain's environmental integrity and recreational resources.

Education

- Bachelor's degree with strong academic and fieldwork background in biology, environmental science, water resources, environmental policy, or related field.

Interpersonal and Organizational Skills

- Strong organizational, interpersonal, written and oral communication skills and an ability to deliver high quality products and programs.
- Thoughtful, collaborative work style and a commitment to team cohesion.
- Professional demeanor, confidentiality, and good judgment in all interactions.
- Initiative in identifying needs and following through on responsibilities; capacity to learn new systems and adapt to changing technology and priorities.

Technical and Computer Skills

- High proficiency with Microsoft Office Suite (Word, Excel, Outlook, OneNote, PowerPoint), cloud-based file sharing, and ArcGIS.
- Comfort with virtual meeting platforms and remote collaboration tools.

Working Environment

- Regular weekday hours with occasional evening or weekend needs tied to deadlines or events.
- Hybrid work environment with weekly coordination with in-office and remote staff. Frequent in-person field and outreach work, particularly in summer and fall. This position operates four days per week in New York and one day per week in our Vermont office; while New York residency is preferred, it is not required.
- Flexibility to shift comfortably and readily from office and remote work to formal meetings, community settings, and field environments throughout work tenure.
- Valid driver's license and consistent access to a reliable vehicle. Frequent travel throughout the basin, including the Vermont as well as the New York portion of the watershed will be required.

ADVANTAGEOUS SKILLS & EXPERIENCE

- Familiarity with geography, history, and governance structures within the Lake Champlain Basin.
- Experience and interest in paddling and human-powered recreation.
- Outdoor experience or certifications.
- Experience with email marketing platforms (e.g., Mailchimp or Constant Contact), social media tools, and basic website content management systems.

SALARY RANGE: *\$40,000-\$52,000, depending on experience*

BENEFITS: Generous benefits package in addition to salary, including at minimum: 12 paid holidays per year, health insurance (or substitute benefit), personal and sick/disability leave, 10 vacation days per year (after 6 months); 403(b) deferred compensation plan with employer match (after one year). This position requires the incumbent to work five days a week, 8 hours per day, except for approved compensatory time.

Equal Opportunity Employer - The Lake Champlain Committee is an equal opportunity employer. LCC is committed to a policy of equal treatment and opportunity in all aspects of its relations with its employees without regard to race, color, religion, gender, national origin, date of birth, sexual orientation or handicap. LCC intends that all matters related to hiring, training, compensation, benefits, advancement, reductions in force and all treatment on the job be free of discriminatory practices.

To apply: Email your **resume**, a **cover letter** describing your connection to LCC's mission and how your skills and experience fit the role, and names and **contact information for three professional or academic references** (will not be contacted prior to interview) to lcc@lakechamplaincommittee.org no later than **April 24, 2026**. Applications will be considered on a rolling basis.