



POSITION ANNOUNCEMENT: ENVIRONMENTAL ANALYST I and II

The Association of Clean Water Administrators (ACWA) seeks to fill an **Environmental Analyst** position.

Founded in 1961, ACWA is the nonpartisan organization of State and Interstate officials who implement surface water programs throughout the United States. ACWA Members are those individuals with direct day-to-day responsibility for protecting and maintaining the quality of our nation's waters. As the national voice of State and Interstate water programs, the association strives to protect and restore watersheds to achieve "clean water everywhere for everyone."

Please view our website to learn more about ACWA: www.acwa-us.org.

Job Location: Washington D.C.

Summary: This position reports to and supports the Executive Director in the development and implementation of the Association's mission and policies. The Environmental Analyst will identify and advance opportunities to use federal policy development to drive water quality improvements nationwide and provide expert analysis of potential policy impacts of clean water regulation. This position is accountable for accomplishing project objectives and will be responsible for managing multiple projects simultaneously; along with managing other priorities effectively. This position requires multi-function managing of projects, membership services and programs; weekly member newsletter, and support for website and other communications. This individual also serves as a liaison to the membership, task forces, and committees and will also be responsible for scheduling, sending announcements, and facilitating conference calls and webcasts for committee and task force activities, attend the Association meetings and workshops, and also represents the Association at stakeholders meetings and events as needed or requested.

Qualifications:

- Bachelor's Degree with a major in environmental studies, science, engineering, public health, physical science, natural science, biological science, agricultural science, or equivalent; Preferred: Post Graduate Degree (Masters, Doctoral, JD) or equivalent work experience.
- Documented experience successfully performing in this or similar positions.
- Knowledge of project management principles, environmental law, policy, and regulations.
- Familiarity with development of water quality standards.
- Ability to work independently and in a team environment.
- Ability to manage multiple deadline requirements, workflow volume changes, and membership requests/inquiries.
- Undertake research and analyses, and makes recommendations on a broad range of initiatives.

- Demonstrate strategic and analytical thinking.
- Communicate professionally and interact with all levels of management internally and with external stakeholders.
- Strong research and analytical skills, including the ability to collect, analyze and use data to inform conclusions about policy and program effectiveness, synthesize complex issues into clear and concise language and develop key policy considerations and recommendations;
- Demonstrated ability to build and sustain work teams, multi-stakeholder collaborations and coalitions, and relationships with diverse partners.
- Establish priorities and adapt in a fast paced environment.
- Excellent writing and verbal communication.
- Supports the Association core values of ethics and professionalism.

Salary:

- Compensation is competitive and dependent on experience.
- Comprehensive benefits for full time employees.

ACWA will not provide relocation costs.

Travel: Some travel is required for the purpose of meeting with stakeholders and for various Association and partner meetings.

How to Apply:

Qualified applicants should send their cover letter, resumes and a writing sample (no longer than 5 pages) to:

Attn: Human Resources
aivey@acwa-us.org

or mail

1634 "EYE" STREET NW, SUITE 750
WASHINGTON, DC 20006

No phone calls please.

Deadline to Apply: Application Materials MUST be received by January 20, 2017.

ACWA's is an equal employment opportunity organization. No person shall be discriminated against in recruitment or employment because of age, color, race, national origin, gender, disability, sexual orientation, marital status or other characteristic protected by law. ACWA is firmly committed to complying with the Americans with Disabilities Act (ADA). ACWA will make reasonable accommodations for otherwise qualified persons with known disabilities unless to do so would result in undue hardship to the Association or other employees.