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Application deadline: September 27, 2021

## Water Quality and Water Infrastructure Senior Program Specialist

### Description

The Great Lakes Commission (GLC) has an immediate opening for a self-starting, highly motivated team player to join our [Water Quality](#) and [Water Infrastructure](#) programs. The incumbent will assist with a wide range of projects focused on protecting and enhancing the use and enjoyment of the water resources of the binational Great Lakes basin and strengthening collective efforts to improve water infrastructure.

### Responsibilities

The senior program specialist will be responsible for a variety of activities in support of the GLC's water quality and water infrastructure programming, including [Blue Accounting](#), the GLC's initiative to report on progress toward shared goals for the basin. Initial work will focus on data aggregation and analysis related to drinking water. The successful candidate will also support work to build a "blueprint" for water infrastructure investment and improvement and provide support for the Great Lakes Sediment and Nutrient Reduction Program.

### Specific responsibilities include:

- Assist the program manager with coordinating four expert working groups focused on aspects of drinking water (source water protection; water treatment; water distribution; and water access).
- Obtain, curate, and organize (often large and complex) datasets.
- Develop and maintain content on project websites.
- Develop and implement stakeholder outreach plans and develop advocacy materials related to the creation of a water infrastructure "blueprint" for the Great Lakes.
- Provide grant administration support for the Great Lakes Sediment and Nutrient Reduction Program.
- Research and write reports and briefing papers upon request.
- Assist in planning and execution of online and in-person meetings, which may require occasional travel.
- Assist in developing new work to advance the GLC's water quality and water infrastructure programs.
- Track developments in water science and policy.

### Qualifications

A master's degree with two years or more of relevant experience; or bachelor's degree with at least five years of relevant experience is required, along with the following qualifications:

- Knowledge of water infrastructure systems (drinking water, stormwater, and/or wastewater) and related policies and programs
- Experience in freshwater science and/or watershed management
- Ability to perform qualitative and quantitative analysis
- Knowledge of federal water policy
- Experience assisting in the management of complex projects, working on project teams, and working with stakeholders with diverse perspectives

- Excellent writing skills and ability to translate complex data into easily understood information
- Excellent organizational and time management skills with the ability to effectively manage multiple projects and deadlines
- Proficiency with Microsoft Office (Teams, Word, Excel, PowerPoint and Outlook)

The ideal candidate would also bring one or more of the following skills and experience to the position:

- Experience working with teams that utilize programs such as ArcGIS, Microsoft Power BI or Tableau to transform data into actionable information
- Experience posting content through WordPress
- Working knowledge of the Great Lakes basin and its governance
- Experience working within state or provincial government

## **Appointment**

### **Position Classification**

The position is classified as regular; full-time as defined by the GLC's personnel policies.

### **Compensation and Benefits**

The salary range for this position is \$59,000 - \$62,000 per year depending on education, skills and experience. The GLC offers a competitive salary and comprehensive benefits, including generous leave time, flexible schedules, medical, dental and vision insurance, and a retirement match program.

### **Work Environment**

The GLC is located in Ann Arbor, Michigan. It is expected that the majority of work is performed in the GLC's office; however, telework may be considered. This position requires occasional travel.

## **Application Process**

Applicants must submit their resume and a cover letter stating their interest in and qualifications for the position as a single PDF document via email to [vacancy@glc.org](mailto:vacancy@glc.org). All required items must be provided for an application to receive consideration. *No phone calls, please.*

## **About the Great Lakes Commission**

The Great Lakes Commission (GLC) is a binational government agency established by the eight Great Lakes states to protect the Great Lakes and the economies and ecosystems they support. The Canadian provinces of Ontario and Québec serve as associate members of the GLC. Its membership includes leaders from the eight U.S. states and two Canadian provinces in the Great Lakes basin. The GLC recommends policies and practices to balance the use, development, and conservation of the water resources of the Great Lakes and brings the region together to work on issues that no single community, state, province, or nation can tackle alone. Learn more at [www.glc.org](http://www.glc.org).

## **Equal Opportunity Employer**

The Great Lakes Commission strives to create an inclusive, diverse and non-discriminatory workplace. The Great Lakes Commission is an equal opportunity employer; the Great Lakes Commission complies with applicable federal, state and local laws prohibiting discrimination. It is Great Lakes Commission policy that no person shall be discriminated against, as an employee or applicant for employment, because of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, marital status, political affiliation, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.