

**ECOS/ITRC Project Associate**  
**January 26, 2018**

The Environmental Council of the States (ECOS) ([www.ecos.org](http://www.ecos.org)) is accepting applications for a Project Associate to work with their research program, the Interstate Technology & Regulatory Council (ITRC). ITRC is a state-led, public-private coalition working to reduce barriers to the use of innovative air, water, waste, and remediation environmental technologies and processes. ITRC produces products that broaden and deepen technical knowledge and expedite quality regulatory decision-making while protecting human health and the environment.

Job Description

The Project Associate has a dynamic work portfolio. The Project Associate works with the ITRC technical teams made up of state regulators, federal environmental officials, tribal and stakeholder representatives, and industry members to support the association's work. The Associate reports to ITRC Director, Patricia Catherwood Reyes. Primary responsibilities include:

- Working directly with the technical teams as needed conducting research, and helping with meeting planning and other team logistics
- Writing social media announcements on status of ITRC activities
- Handling correspondence, expense and reimbursement reports, and special projects
- Editing and formatting documents, preparing PowerPoint presentations, Excel spreadsheets, and troubleshooting routine I/T issues
- Identifying outreach opportunities
- Drafting minutes from Board of Advisor meetings and calls; assisting members of the Board of Advisors with presentations
- Managing projects, meetings, webinars, and other initiatives
- Assisting states in sharing best practices regarding agency operations and other topics
- Contributing to other ITRC/ECOS-wide projects as necessary

About ECOS

ECOS is the national non-profit, non-partisan association of state and territorial environmental leaders. The purpose of ECOS is to improve the environmental capabilities of state environmental agencies and their leaders to protect and improve human health and the environment of the United States. To facilitate that, ECOS staff work with state environmental directors to champion the role of states, provide for the exchange of ideas, foster cooperation and coordination, and articulate state positions to federal agencies, Congress, and the public.

Salary for this position is dependent upon qualifications and ranges from \$35,000 to \$42,000. Competitive benefits are also provided. This is a full time, non-exempt position, with the hours of 9 to 5 Monday through Friday.

Minimum Qualifications

- Undergraduate degree with one to two years post-graduate professional experience.

- Excellent internal and external oral and written communication and organization skills.
- Ability to work independently on project work and as a team member with colleagues on broader issues.
- High degree of personal accountability, professionalism, accountability, and motivation.
- Ability to work on many projects simultaneously and to prioritize tasks.
- Proficiency in Microsoft Office.

#### Other Qualifications

- Experience working on environmental issues preferred.
- Knowledge of state environmental programs a plus.

#### To Apply

To apply for this position, send a resume and cover letter to [ecos@ecos.org](mailto:ecos@ecos.org) with subject “Application for Project Associate” by February 15, 2018. ECOS is an equal opportunity employer. Position will remain open until filled.