



## **Project Associate January 20, 2023**

The Environmental Council of the States (ECOS) ([www.ecos.org](http://www.ecos.org)) is accepting applications for a Project Associate to work with senior staff and state representatives on projects and committees related to chemicals such as PFAS, water quality, climate & energy, and other work as needed at the organization.

### 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. ECOS is run by a small team of dedicated staff members. Young professionals will have opportunities to grow professionally and take on a range of responsibilities within the organization.

### Job Description

The Project Associate has a dynamic work portfolio. The Project Associate works with state environmental directors and their staff, other ECOS staff, and representatives of federal agencies to support the association's work. Primary responsibilities include:

- Supporting senior staff members with research tasks and developing resources for ECOS members related to chemicals, water quality, climate & energy, and other work.
- Assisting with planning three major ECOS meetings a year, including registration, conference and hotel logistics, and meeting materials
- Supporting ECOS communications including developing website content, contributing to the weekly newsletter, social media, and other member communications by writing and formatting content
- Organizing committee and workgroup activities including staffing conference calls, virtual meetings, and webinars, and taking notes, writing summaries, and drafting reports
- Assisting states in sharing best practices regarding agency operations and other topics
- Contributing to other ECOS subject matter and administrative projects as necessary

Salary for this position is dependent upon qualifications and ranges from \$53,000 to \$58,000. Competitive benefits are also provided. This is a full time, non-exempt position based in Washington, DC, currently working in a hybrid environment.

### Minimum Qualifications

- Undergraduate degree
- 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, and motivation
- Ability to work on many projects simultaneously and to prioritize tasks
- Proficiency in Microsoft Office

### Preferred Qualifications

- One to two years professional experience
- 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 [projectassociate@ecos.org](mailto:projectassociate@ecos.org) with subject “Application for Project Associate”. Position will remain open until filled with candidates reviewed on a rolling basis beginning February 8, 2023.

ECOS is an equal opportunity employer.