Position Summary:

Title: Graduate Assistant
Department: New England Environmental Finance Center

Hours per Week: 20 hours/week

Location:
- Portland
- Gorham
- LAC
- Online/Distance

Duration:
- Full Academic Year
- Fall Semester
- Spring Semester
- Summer Semester

Total Stipend: 11250
Monthly Stipend: 1250
Scholarship Amount: 6000 (in-state) / 6000 (out-of-state)

Supervisor Name: Phaeng Southisombath
Supervisor E-Mail: phaeng.southisombath@maine.edu
Supervisor Phone: (207) 228-8164

Position Details:

Statement of Job and Essential Functions:
New England Environmental Finance Center - Graduate Assistant
The primary role for this position will be to assist the New England Environmental Finance Center (NEEFC) with developing an inventory of funding opportunities to advance climate resilience actions such as stormwater/watershed planning management, ecological restoration, and sustainable financing.

Additionally:
- Developing factsheets, newsletter articles, and case studies on SNEP Network projects
- Updating website content on Wordpress (neefc.org, snepnetwork.org)
- Managing the regional mailing list for the NEEFC
- Developing storymaps on select projects using ArcGIS online
- Participating in the SNEP Network outreach and communications team

Supervisory Responsibilities:
n/a

Budget Responsibilities:
n/a

Public and Professional Activities Related to Job Performance:
The graduate assistant will work closely with the NEEFC and its premier project - the Southeast New England Program (SNEP) Network team to research, organize, and format the inventory of funding opportunities to ensure communities can easily access the information.

Internal Contacts
New England Environmental Finance Center and Catherine Cutler Institute staff.

External Contacts
The Southeast New England Program (SNEP) Network
Graduate Assistant Job Description

Knowledge, Skills, and Abilities:

- Experience or willingness to learn developing communications content such as newsletter articles, blog posts, or narratives
- Experience or willingness to learn working with multiple stakeholders
- Excellent communication and writing skills
- Familiarity with website platforms such as WordPress and ability to edit websites
- Knowledge of ArcGIS and ability to develop story-maps
- Interest in one of the following areas: advancing stormwater and watershed management, ecological restoration, climate change resilience, sustainable financing, community engagement
- Proficient in Microsoft and Google Suite

Required Qualifications:

Graduate Student

Preferred Qualifications:

- ArcGIS
- Experience with, or willingness to learn, Design Programs (In-Design and/or other design programs)

To Apply:

Submit your resume and cover letter via email to Phaeng Southisombath (phaeng.southisombath@maine.edu).