



Muskie School of Public Service

Community Planning and Development Program
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**New England Environmental Finance Center (NE/EFC)
Graduate Assistant Scope of Work**

Job description:

The graduate assistant will assist with tasks related to planning, organizing, and implementing training workshops and technical assistance to local communities on stormwater management, climate adaptation resiliency, and financing topics. Assistance may also include topics related to drinking water rates and solid waste reduction.

The graduate assistant will get direction and guidance from NE/EFC staff. Most of the assigned tasks will have an academic angle, but some work may be administrative in nature.

Specific tasks may include assistance with: developing contacts lists, finding venues for training workshops, creating invitations and assisting with marketing, creating name tags and agenda packets. Other work may include research for reports, presentations, and webinars. Other research may relate to drinking water utility rate increases and waste reduction topics.

The graduate assistant will work with the NE/EFC Director Martha Sheils, The Senior Program Advisor Jack Kartez, and a consultant TBD.

Time requirement:

Fall 2016 (August to December, 2016): 1 assistant @ 10 hours/week

About us:

NE/EFC strives to build capacity of public and private clients throughout New England to pay for the growing costs of protecting the environment and to be better prepared to manage both chronic acute problems of environmental protection and finance.

<http://efc.muskie.usm.maine.edu/>