

## **Regional Collaboration Specialist – Pennsylvania**

Responsibilities include providing technical assistance and training to support regional collaboration activities between small public water and wastewater systems to achieve and maintain compliance and move toward long term system sustainability. The majority of work will be focused in PA but may include support in other parts of the northeast and will require extensive coordination with other staff and external partners including the RCAP, Inc. national office.

### **Key Responsibilities:**

- Serve as RCAP Solutions' and the RCAP network's regionalization representative with personnel from state, federal, regional and other service delivery organizations and act as a liaison between these agencies and communities.
- Conduct Needs Assessments in order to identify the types and causes of technical, managerial and financial risks and strategies for targeting assistance and then perform priority assistance.
- Work with others to adapt/develop training materials and obtain state approval for continuing education hours for attendees.
- Provide face to face capacity-building training, facilitation, and consensus building to promote regional collaboration for financial and managerial water and wastewater system sustainability.
- Enter written reports and documentation of activities into necessary project databases including monthly updates and quarterly summaries.
- Research allowable forms of regional collaboration/consolidation in PA and other relevant states.
- Work with key partners to help communities enter into these kinds of agreements including RCAP., Inc, the US Department of Agriculture, the PA Department of Environmental Protection, and PennVest.
- Attend regular system and/or town and city council meetings to build trust and to understand local politics to create a successful strategy for long term regional collaboration.

### **Education**

- Master's Degree or bachelor's degree and equivalent experience in Engineering, Environmental Science, Planning, Community Development, Business or Non-Profit Administration, Economic Development, Communications or a related field.

### **Experience Requirements:**

- 5 years of experience in project planning, community and economic development, infrastructure financing or water/wastewater operations and management related field required, with experience in more than one of these areas desirable
- Experience in facilitation, conflict resolution, consensus building and/or mediation
- Experience with capacity building, funding and compliance programs
- Experience in working with State and Federal Agencies, including but not limited to USDA and EPA
- Experience in providing technical assistance to small rural water and wastewater systems
- Experience with Standard MS Office software. Asset Management and GIS software experience a plus.
- Other experience including but not limited to writing environmental reports, conducting income surveys, developing asset management plans, project and system funding package development, grant writing, etc.

- Must be detail-oriented.
- Strong written and oral communication skills required.
- Entrepreneurial in nature; self-motivated; proven ability to work independently to achieve required objectives.
- Proven ability to collaborate and network/partner with other agencies and stakeholders.
- Ability to make formal presentations and train in a multi-system group setting for 4-8 hours.
- Ability and desire to work in the field providing assistance to small water/wastewater system personnel and leadership.
- Ability to work as a team member to support the objectives of the entire Community Resources division.
- Experience with financial management and budgeting
- Experience with advocacy, environmental law and business plan development a plus

**Certifications or Licensures:**

- Valid Driver's License.
- Drinking Water or Wastewater Operator's License or equivalent experience a plus but not required.

**Working Conditions:**

- Employees are required to live in the state in which they are hired to represent. Variances from this requirement may be made on an individual basis to accommodate specific organizational needs but must receive prior approval by management.
- The position involves extensive travel requiring both daily and overnight trips which could include weekends and frequent evening meetings. Approximately 60% of time is likely to be spent out of the office for local, and/or overnight travel, and at meetings in other locations.

**Location** – Pennsylvania

**Grade Level:** 18

**Compensation and Benefits:**

RCAP Solutions, Inc. offers an excellent compensation and benefits package, including health, dental, 403b, vacation, 13 paid holidays, STD/LTD, etc.

**To Apply:**

Interested candidates should submit a resume and cover letter to:

**RCAP Solutions, Inc.**

Human Resources Department

205 School Street, Suite 401, Gardner, MA 01440

Email: [HR@rcapsolutions.org](mailto:HR@rcapsolutions.org), Fax: (978) 630-2751