

Job Description: Air Quality Scientist / Planner

MARAMA VACANCY ANNOUNCEMENT

The Mid-Atlantic Regional Air Management Association (MARAMA) is looking for an energetic person to join our team. The person needs to be able to understand air quality concepts and be a quick learner. The work involves organizing and coordinating groups of people to discuss and educate air quality agency personnel in the Mid-Atlantic region and beyond. There is also a technical aspect to this job where you will investigate issues and lead groups in tackling air quality challenges to improve air quality across the country. This position is employed and discharged at will by the Executive Director.

MARAMA is a small, dedicated group of people working in a non-profit association for ten air quality agencies (DE, DC, MD, NJ, NC, PA, VA, WV, Philadelphia, and Allegheny County). Our mission is to serve our agencies by strengthening our agencies' skills and capabilities and help them work together to prevent and reduce air emissions and its impacts in the Mid-Atlantic region.

Under the supervision of the Executive Director, this full-time (37.5 hrs per week) salary position provides staff support for establishing and conducting webinars, organizing MARAMA Training Workshops and coordinating workgroup webinars, along with reviewing current and up and coming air quality issues/topics. The three areas of responsibility for this position relate to the three aspects of MARAMA's mission: Coordination, Technical Projects, and Training.

Regional Coordination will include staff support and working with MARAMA members to inform, train and conduct reviews of technical work projects. **Technical** work will include performing emissions inventory work independently as well as under the guidance of the Senior Environmental Engineer. **Training** responsibilities will include organizing meetings, workshops, and identifying technical training needs for air agency staff working in the MARAMA region.

Responsibilities may include:

- Support with technical assistance, training and education for understanding and managing air quality emissions and their impact on our region.
- Support planning tasks, including team management, scheduling, budgeting, progress reports and agency coordination.
- Prepare and write technical reports and presentations.
- Develop emission inventories for various air sources and sectors.
- Provide leadership to identify issues needing coordination and methods for resolving them and serve as a resource to help members find information.
- Organization and development of agendas and speakers for workgroup webinars, workshops, and conference calls.

- Assist MARAMA training staff to develop courses, webinars, and training events around MARAMA identified priorities. Course development responsibilities will include identifying potential speakers, developing agendas, and preparing materials that enhance learning.

Qualifications: This position requires a BS degree from an accredited four-year college or university in a related environmental field, air quality preferred, MS/PhD a plus. Applicants must be capable of working both independently and as part of a team and possess excellent communication skills. Strong skills in Microsoft Office Suite and conducting webinars are a must. Website, database, statistics, and GIS/R Programming experience are a plus. Must be able to deal with changing priorities to meet the immediate demands of the organization and its member agencies.

- Prefer 1-3 years of environmental / air quality experience. Educational work may be considered.
- Knowledge of Federal and State air quality regulations and their relationship to our region.
- Familiarity with air emissions modeling software for both stationary (AERMOD) and mobile (MOVES) sources, emission modeling and inventory methods such as US EPA AP-42, Emission Modeling Framework (EMF), CMAQ, IPM and SMOKE.
- A background on air sources, including power / electrical generation, mobile or stationary sources or area sources may be needed to conduct air quality assessments across MARAMA and the Northeast region.
- Experience working with emissions inventories for air pollution control agencies, industry and/or specific industrial sectors.
- Ability to work effectively and communicate with team members and agencies; participate collaboratively on project teams in a professional setting.
- Ability to independently plan, organize, coordinate and complete work assignments to meet the section goals in a timely manner.
- Strong MS Office computer skills; advanced understanding of PowerPoint and Excel. MARAMA utilizes Teams and SharePoint so a strong understanding of both is a plus.

MARAMA offers a competitive benefits package to full-time employees including medical, dental and vision insurance, a generous leave package with federal holidays, sick and vacation leave. Other benefits include a 401 K plan with employer contribution.

This is a unique opportunity to join a dynamic and growing agency, who are team oriented and supportive of each other. We think work-life balance and flexible work schedules are important, and we value collaboration and engagement. Because we are a small business, you will be an important member of our team, engaging in a wide variety of tasks and projects, which gives you the opportunity to grow your management capabilities, technical abilities, and client service skills.

Currently MARAMA has a physical location in Towson, MD but most staff are currently working remotely. Would consider remote working for the right candidate.

To apply for this challenging position, please send a resume and cover letter to MARAMA's Executive Director, Marc Cone, at mcone@marama.org. We will be accepting applications immediately until filled. We expect to reach out to candidates later in December for further consideration.