



### WHY JOIN US?

If you are passionate about addressing drinking water and wastewater issues and environmental equity, please consider joining our Moonshot Missions team! We are a small but rapidly growing non-profit start-up, working directly to improve water and wastewater services, as well as affordability and resiliency for underserved communities. Becoming a part of the Moonshot Missions team will enable you to work alongside veteran water leaders, make a direct impact on the water and wastewater sectors, while helping to ensure safe and clean water is delivered to the people who need it most!

To learn more about us visit: [www.moonshotmissions.org](http://www.moonshotmissions.org) or email us: [jobs@moonshotmissions.org](mailto:jobs@moonshotmissions.org)

### POSITION DESCRIPTION

Moonshot Missions is seeking a Full-time Utility Analyst to support their project aimed at transforming the management of stormwater and wastewater in the Great Lakes. The Utility Analyst will perform utility research, client engagement, help in wastewater treatment plant assessments, write detailed reports, and assist the project manager in developing solutions for performance improvement. This is an excellent opportunity for a junior person to work with the experienced Moonshot team and the prominent utility leaders in the Great Lakes region, state and federal regulatory agencies and key community organizations.

<b>POSITION TITLE</b>	<b>UTILITY ANALYST - WASTEWATER</b>
<b>Time Commitment</b>	40 hours per week
<b>Location</b>	Remote position with possible travel to client sites within the US. Preferred location in the Midwest and Eastern Regions of the US.
<b>Classification</b>	Employee
<b>Training and Experience</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in any of the following: environmental/earth science, civil/environmental/chemical engineering, environmental management/studies, sustainability, or related field.</li> <li>• 3+ years of full-time experience working in water and wastewater fields</li> </ul>
<b>Desired Qualifications</b>	<ul style="list-style-type: none"> <li>• Knowledge of basic design and operation of water/wastewater utilities and collection systems.</li> <li>• Knowledge of and ability to research best practices in water and wastewater utility.</li> <li>• Ability to write comprehensive reports based on site assessments and interviews with utility.</li> <li>• Understanding of federal and state grants and funding application processes.</li> <li>• Water and wastewater utility, regulatory and/or consulting experience.</li> <li>• Previous project management experience</li> <li>• Proficient in MS Office, and related business and communication tools</li> <li>• Works well under pressure and meets deadlines.</li> <li>• Meticulous attention to details</li> <li>• Previous internship experience at public utilities will be considered a plus</li> </ul>



<p><b>Duties and Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Research background information about a utility’s operational and compliance challenges</li> <li>• Prepare presentations or technical reports to summarize research.</li> <li>• Conduct background research on solutions for a community, including similar projects in other communities.</li> <li>• Research and summarize federal or state requirements for grants that fit a community’s needs.</li> <li>• Write site assessment reports, project proposals and community technical assistance workplans.</li> <li>• Help the project manager with all aspects of project delivery.</li> <li>• Travel to utility sites for on-site assessments with the Moonshot team</li> <li>• Coordinate and/or facilitate internal and external meetings.</li> <li>• Assist in tracking project team progress and deliverables.</li> <li>• Assist in the coordination and preparation of federal and/or state grant applications.</li> </ul>
<p><b>Travel</b></p>	<p>Travel required within the US, subject to funding and according to health/safety guidelines. Moonshot Missions will reimburse travel costs.</p>
<p><b>Proposed Salary Range and Benefits</b></p>	<ul style="list-style-type: none"> <li>• Salary commensurate to experience with the minimum of the range starting at \$55,000/year.</li> <li>• Comprehensive health insurance, including medical, dental, and vision coverage along with life insurance.</li> </ul>
<p><b>Special Requirements</b></p>	<p>Must possess and maintain a valid US driver’s license</p>
<p><b>Commitments to Diversity and Inclusion</b></p>	<p>Moonshot is committed to enhancing diversity and inclusion within our workplace and the broader water utility sector. Our leadership team has direct and impactful experience with the development, promotion and mentoring of diverse leaders in their organizations and have witnessed firsthand the benefits of fresh ideas and perspectives, which often more accurately reflect the communities we serve. We are dedicated to building a team with diverse backgrounds, skills, and viewpoints. We encourage members of traditionally underrepresented communities to apply.</p>
<p><b>Where and When to apply?</b></p>	<p>Applicants must submit cover letter along with resume to: <a href="mailto:jobs@moonshotmissions.org">jobs@moonshotmissions.org</a></p>