

## Junior Environmental Compliance Specialist Job Description

This full-time position is in the Erie County Department of Environment and Planning's office in Buffalo, NY. After an initial orientation period, one day per week may be worked from home, provided all conditions of the work from home agreement are met. Starting annual salary is \$50,860.

The main responsibilities of the position will center on the Community Forestry Partnership Project, including:

- Assisting the Senior Project Manager with management of the overall project -
  - Communicate with grant sub-awardees on required invoicing and reporting and assist partners with completing the requirements as needed
  - Conduct thorough reviews of claim submissions, address discrepancies, and update associated spreadsheets
  - Prepare required reporting for grant agencies
- Participating in regular meetings with partners/sub-awardees
  - Take accurate notes, and track ongoing project progress
  - Assist with organizing group meetings as requested by partner organizations
- Conducting outreach to municipalities and the public on the programs
  - Create and design outreach material, including social media posts
  - Manage grant project websites
  - Conduct outreach at public events, including some evenings and weekends.

### Minimum requirements:

- Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Engineering or one of the natural sciences\*; or:
- Completion of sixty (60) semester credit hours of study at a regionally accredited or New York State registered two (2) or four (4) year college or university, including a minimum of twelve (12) semester credit hours in natural science, supplemented by one (1) year environmental management or technical experience; or:
- Graduation from high school or possession of a high school equivalency diploma and three (3) years of satisfactory environmental management or technical experience; or:
- An equivalent combination of training and experience as defined by the limits of the above
- NOTE 1: \*NATURAL SCIENCE means the branches of science collectively which deal directly with natural objects, organic or inorganic, and the substance composing them and the phenomena exhibited by them. These may include biology in all its branches, mineralogy, geology, chemistry, physics, geography and other sciences, but not abstract mathematics, philosophy or metaphysics.
- NOTE 2: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

### How to Apply:

- Applications are due by close of business on Tuesday, November 3, 2026
- For details of how to apply visit this website [Junior Environmental Compliance Specialist | Job Details tab | Career Pages](#)