What is an ITRC Program Advisor?

The Interstate Technology and Regulatory Council (ITRC) is a state-led environmental coalition working to create innovative solutions and best management practices. ITRC produces documents and training through ITRC Teams that broaden and deepen technical knowledge and expedite quality regulatory decision making while protecting human health and the environment.

Each ITRC Team is led by two Team Leaders and supported by a Team Program Advisor, the ITRC Team Leader Liaison, and ITRC staff. Serving as a Program Advisor for an ITRC Project requires a substantial allocation of time and energy, and strong management, communication, and collaboration skills. It is crucial that the Program Advisor and Team Leaders for an ITRC Project present a united and consistent front to the team members during the product life cycle.

ITRC Program Advisors are contract employees or ITRC staff. Contracted Program Advisors are selected by the ITRC Director with input from the ITRC Board of Advisors and Team Leaders through a competitive Request for Proposal process. Program Advisors must adhere to the ITRC Governance Document, and policies and procedures for ITRC Team planning and management.

What are your responsibilities?

- Facilitate communications among Team Leaders, Team members and ITRC.
- Support Team Leaders in developing and maintaining the required project work plan, schedule, meeting announcements, agendas, and summaries.
- Support Team Leaders in managing the development of deliverables, including but not limited to writing assignments and training materials, and ensuring they are developed and created in accordance with ITRC’s policies and guidance.
- Managing the Team’s private ITRC Connect site including document management, team discussions and communications, and calendar of events.
- Establishing and participating in regular strategy and planning meetings with Team Leaders.
- Planning, facilitating, and participating in regular virtual and in-person meetings including tracking attendance, developing meeting notes and action items, and other tasks assigned.
- Support Team Leaders with team management including recruitment and conflict resolution.
- Assist Team Leaders to ensure all project deadlines are met and deliverables meet ITRC’s standards and requirements.

What are your skills and experiences?

- Excellent communication, facilitation, and collaboration skills.
- Strong organizational, time management, and project management skills.
- Experience managing project teams and diverse groups.
- Experience managing the development of deliverables including written guidance documents and training materials.
- Experience planning, executing, and facilitating meetings.
- Experience working on past ITRC Teams.

If you have any questions about the Program Advisor role, contact Charles Reyes, ITRC Director (creyes@ecos.org).