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Visit our website at: [allianceforthebay.org](http://allianceforthebay.org)*

## Position Announcement: **Green Infrastructure Projects Associate**

### **About the Alliance:**

The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization whose vision is clean streams and rivers flowing through resilient landscapes, cared for by the people who live, work, and play in the Chesapeake Bay watershed; and whose mission is to bring together communities, companies, and conservationists to improve our lands and waters. The Alliance was founded in 1971 and has offices in Annapolis, MD, Lancaster, PA, Washington, D.C., and Richmond, VA. Staff in the DC office focus on implementing our programs (green infrastructure, forests, agriculture, stewardship & engagement) within the District of Columbia and across the DC metropolitan region.

### **Job Description:**

The Green Infrastructure Projects Associate job is a full-time position that will assist in programmatic work, involving field work within and around DC. The position is catered toward a landscape professional and will involve completion of green stormwater infrastructure (GSI) project inspections/evaluations and work with the District of Columbia's RiverSmart Homes Landscaping program, a residential reduced-cost stormwater program that installs GSI practices to capture and infiltrate stormwater runoff on properties, that is administered by the Alliance. The successful candidate should have demonstrated knowledge and skill in green infrastructure project functionality. These roles require strong organizational and time management skills, the ability to form strong relationships and work in partnership with a variety of audiences, as well as careful attention to detail. While the position will assist with existing projects, the Alliance seeks out applicants who will excel in developing innovative solutions, partnerships, and projects of their own.

### **Specific Duties of the Position:**

- Provide administrative support including homeowner/partner/funder communication across projects.
- Support project implementation, which may include assisting with the review of project designs, associated application forms, and other paperwork.
- Complete site visits to include green infrastructure project inspections, data collection, and reporting.
- Assist in project data tracking, scheduling, and invoicing.
- Facilitate education and outreach efforts for Alliance program areas and assist in the implementation of the Ambassadors community program for the Anacostia watershed and throughout the District of Columbia, requiring community level field outreach activities such as community meetings, door-to-door canvassing, and relationship building. The Ambassador Program seeks individuals to serve as neighborhood champions to assist in the continued education, partnership, and support of environmental work and practices in their communities.
- Creation of resources for the RiverSmart Maintenance Assistance Program,, including responding to homeowner inquiries and troubleshooting GSI maintenance issues.
- Assist with content creation and delivery across various media outlets such as newsletter additions, blog posts, news articles, social media posts, and short blurbs.
- Develop and deliver presentations and workshops to the general public.
- Encourage and engage in new partnerships, grant opportunities, and other means broadening the Alliance's impact across the DC metropolitan region.
- As appropriate, participate in internal teams catered toward planning broader organization-wide programmatic work.
- Manage office administrative tasks and other tasks as assigned.

**Minimum Qualifications & Experience:**

- Bachelor's degree in environmental studies, natural resources, landscape architecture or design, landscape contracting, conservation landscaping, or other relevant field.
- 1+ year relevant professional, volunteer, or relevant field experience (an advanced degree in a relevant field may substitute for one year of professional experience).
- Knowledge of residential GSI (rain gardens, rain barrels, permeable pavers, and conservation landscaping).
- CBLP training and/or GSI inspection experience preferred.
- Exceptional written and verbal interpersonal communication skills.
- Basic understanding of environmental issues related to local waterways and the Chesapeake Bay.
- Ability to work in the field, comfortable working individually, with groups, and outdoors.
- Ability to work independently on multiple projects with minimal supervision as well as part of a team.
- Quick learner, well-organized, possess strong attention to detail, and excellent time management skills.
- A valid driver's license with the ability to travel within and around DC. The Alliance reimburses for personal vehicle use and public transportation used for programmatic work.
- Familiarity with plants native to the Chesapeake region is a plus.
- Software proficiency desired: Google Drive Suite, basic Microsoft Office; Adobe.

The Alliance aspires to be an inclusive multicultural organization that celebrates the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs. We are committed to ensuring diversity and inclusion remain integral to our organizational structure, policies, board of directors, staff, strategic goals, grants, partnerships and program delivery. The Alliance believes a broad base of participation and partners reflecting all of society is needed to be successful in the Chesapeake Bay Watershed restoration effort. Visit [www.allianceforthebay.org/DEI](http://www.allianceforthebay.org/DEI) to learn more.

The Alliance for the Chesapeake Bay offers a family friendly, flexible work environment. We are committed to building a diverse team and strongly encourage candidates from all backgrounds to apply. If you meet more than 75% of the qualifications of this description, we encourage you to submit an application.

**Supervision:** The Green Infrastructure Projects Associate will report directly to the Green Infrastructure Program Director.

**Hours and Location:** The Green Infrastructure Projects Associate will be based at the Alliance's Washington DC Office. Some night and weekend work may be required. Travel throughout the Chesapeake Bay watershed is needed at times. The position advertised is full-time (40 hours per week).

The Alliance will require the successful applicant to submit proof of vaccination against COVID-19 (or proof of a qualifying federal exemption) prior to the candidate's first day as an Alliance employee. This is not required at time of application.

**Salary:** \$42,500+, commensurate with experience. Competitive benefits are available.

**Application:** Please email your cover letter, résumé, and list of 2 professional references (including the skills in which they may reference) to [careers@allianceforthebay.org](mailto:careers@allianceforthebay.org) no later than **Monday, January 10, 2022**. Indicate "Posting 1 - Green Infrastructure Projects Associate" in the email subject line. No telephone inquiries, please.