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

## Position Announcement: **Citizens Advisory Committee Project 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.

### **Job Description:**

(80% of time) The Citizens Advisory Committee Project Associate position provides professional coordination and administrative support to the members of the [Chesapeake Bay Program's Citizens Advisory Committee](#) (CAC). Working under the direction of the Committee Coordinator, the CAC Associate will provide organizational support and meeting coordination for the 28 appointed committee volunteers from across the Chesapeake Bay watershed. The position includes, but is not limited to, support for grant implementation and project management.

(20% of time) The VA Administrative Assistant provides facilities, administrative, and event coordination support for the operations in the Richmond, VA office. Working under the direction of the Alliance Development Team this position supports the planning and execution of two annual fundraising and education events of the Alliance Virginia office.

### **Specific Duties of this Position:**

#### CAC Associate Responsibilities

- Provides administrative and programmatic support, including:
  - Leads the logistical coordination and member support of 2-day Committee meetings four times per year in different areas of the Chesapeake watershed, including but not limited to:
    - Securing meeting facilities, overnight rooms, and meal arrangements
    - Organizing and facilitating support for virtual and hybrid meeting logistics
    - Providing event, technical, and member support
  - Follows Alliance procurement guidelines in securing meeting facilities, overnight rooms, and meal arrangements
  - Assists in the coordination and member support of CAC Leadership and Subcommittees
  - Represents the Alliance and the CAC at select Chesapeake Bay Program workgroups
  - Additional tasks to enhance the Committee's role in the Chesapeake Bay Program as needed
- Provides administrative and programmatic support for CAC grant project management, including:
  - Maintains and distributes accurate members lists, meeting materials and minutes, and member resources
  - Assists in ensuring timely payments, invoices, reimbursements, and reporting
  - Updates and maintains CAC related web pages
  - Manages the production of four blog posts per year for the Chesapeake Bay Program website
  - Ensures accurate and timely communications with CAC members

#### VA Administrative Assistant

- Provides assistance to the Virginia office with supply purchases and facilities management.
- Provides development/fundraising support to the Alliance Development Team, as needed

- Participates as a VA Office Communications liaison with the Alliance Communications Team, as needed.
- Provides VA event support, meeting coordination, and other administrative assistance as appropriate.

#### Miscellaneous Responsibilities

- Assists in efforts related to implementation of the Alliance's Strategic Plan priorities within Virginia and/or within the Alliance's Stewardship & Engagement Program - *"Provide technical assistance and capacity to support local, state, and federal efforts in fulfilling the goals of the Chesapeake Bay Watershed Agreement and Watershed Implementation Plans (WIPs) and drafting a more inclusive Agreement leading up to and beyond 2025"*.
- Participates in Alliance internal meetings, committees, or teams, as assigned and/or approved
- Successfully communicates with diverse groups of project partners, including communities, companies, and conservationists
- Regularly follows guidance related to "Expectations of Alliance Staff", including standards around communication and collaboration, respect and professionalism, accountability and responsibility, conflict management and problem solving, inclusivity and wellness, and growth and learning.

#### **Minimum Qualifications & Experience:**

- 2+ years relevant professional experience (which may include internships) with administrative tasks, meeting planning or equivalent advanced education preferable in a related field (business, nonprofit, or public administration). Experience working with volunteers, a plus
- Excellent time management and organizational skills: Ability to manage, prioritize and meet deadlines for multiple tasks with attention to detail
- Highly effective interpersonal skills: Strong verbal and written communication skills
- Creative and collaborative problem solving: Balance between objectivity and compassion
- Adaptive in a dynamic work environment: Eager to take initiative to complete tasks independently and fulfill shared responsibilities as part of a team
- Software proficiency desired: Google Drive Suite, basic Microsoft Office, including PowerPoint, Adobe; Survey Monkey, Doodle Poll Scheduling, hybrid meeting technology, and MailChimp a plus
- Passionate about the organization's mission with a basic understanding of environmental issues related to natural resources and local waterways

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 at least 75% of the qualifications of this description, we encourage you to submit an application.

**Supervision:** This position reports to the CAC Coordinator/Community Leadership Initiative Director.

**Hours and Location:** This position is based at the Alliance's Richmond, Virginia Office with ability to occasionally work from home. Some travel within the multi-state Chesapeake Bay watershed is necessary, including 3 days of overnight travel four times a year. The position advertised is full-time (40 hours per week).

**Salary:** \$47,000 - \$50,000, commensurate with experience. Competitive benefits (health, dental, and vision insurance, 403b retirement fund, life insurance, professional development opportunities, staff appreciation holidays, etc) are available.

**Application:** The information listed below should be emailed to [careers@allianceforthebay.org](mailto:careers@allianceforthebay.org) no later than **Sunday, July 16, 2023**. Indicate "Citizens Advisory Committee Project Associate" in the email subject line. No telephone inquiries, please.

- Your resume
- A written response to the following prompts:
  - Describe your interest in the position.
  - Describe your experience organizing meetings.
  - Describe your experience, and role, in working on a team.
- A list of three professional references