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

## Position Announcement: **Forests Projects Coordinator**

### **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:**

The Forest Projects Coordinator (Central Pennsylvania-based) is a fast-paced full-time position working under supervision of the Senior Forests Projects Manager. The successful candidate will work directly with landowners and a diverse set of project partners on water quality improvement and conservation practices, community engagement, riparian and upland reforestation efforts, and more. The Coordinator will also provide strategic support for the Alliance's broader Forests Program efforts. Substantial outreach and fieldwork throughout central Pennsylvania (Centre, Clinton, Union, Snyder, Mifflin, Juniata, Blair, Huntingdon, Lycoming) is required.

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

- Coordinate reforestation projects in rural, suburban, and urban environments throughout central Pennsylvania.
- Work closely with the Alliance's Agriculture Team to plan and implement reforestation projects on farms
- Build partnerships and work closely with project partners, landowners, volunteers, natural resources contractors, consultants, federal and state agencies, and other stakeholders.
- Support the assessment of existing forestland and provide recommendations for enhancement.
- Participate in and lead various outreach efforts including presentations, events, and similar activities.
- Assist with preparation, planting, maintenance, and monitoring of tree planting project sites.
- Provide direct on-site support as needed, field savviness and ability to travel is essential.
- Oversee some components of project management, including budgets. As delegated, ensure timely payments, invoices, reimbursements, reporting on associated projects is maintained.
- Pursue funding that enables the Alliance to meet its Strategic Goals through the Forests Program. Includes leading and collaborating in multiple, varied, successful grant proposals.
- Participate in Alliance strategic planning efforts, internal committee, and problem-solving oriented teams as assigned. Contribute to the Alliance's various Forests Program team efforts.
- Provide event support, meeting coordination, and other administrative assistance as appropriate.

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

- Bachelor's degree in forestry, natural resources, environmental science or a relevant field. A Master's degree may be substituted for 1 year of experience. Candidates with alternative education, but with extensive relevant professional experience, will also be considered.
- 2+ years relevant professional experience (including any internships) related to this position.

- Technical knowledge of tree identification, forest health assessment, and reforestation best practices.
- Experience successfully working with various stakeholders in reforestation or similar efforts.
- Strong communications skills, internally as part of a team and also with external audiences.
- Great time management skills, including the ability to effectively prioritize tasks.
- Problem-solver, objective decision maker.
- Experience in project management and grant writing is a plus.

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:** The Forests Projects Coordinator reports directly to the Senior Forests Projects Manager.

**Hours and Location:** The Forests Projects Coordinator is a predominantly remote-based position located in Central PA (Centre, Clinton, Union, Snyder, Mifflin, Juniata, Blair, Huntingdon, Lycoming). This position requires travel, primarily to sites across central PA, but occasionally to other parts of the Chesapeake Bay watershed, including to the Alliance's Lancaster, PA Office. Some night and weekend work is required. The position is full-time (40 hours per week).

**Salary & Benefits:** \$47,500 - \$55,000, commensurate with experience. Competitive benefits include: health, dental, and vision insurance, 403b retirement fund, life insurance, professional development opportunities, vacation, sick, and holiday and other leave, and more.

### **Application:**

The information listed below should be emailed to [Careers@allianceforthebay.org](mailto:Careers@allianceforthebay.org) no later than **January 1, 2024**. Indicate "Forests Projects Coordinator" in the email subject line. No telephone inquiries please.

1. Your resume
2. A written response to the following prompts:
  - Describe your experience working with landowners, volunteers, natural resources contractors, consultants, federal and state agencies, or other stakeholders in reforestation or similar efforts.
  - Describe your experience coordinating reforestation efforts.
3. A list of 2 professional references.