



*The Alliance is an Equal Opportunity Employer.
Visit our website at: allianceforthebay.org*

Position Announcement: **Green Infrastructure Projects Coordinator**

About the Alliance:

The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization whose vision is clean water and resilient landscapes, cared for by all the people who live, work, and play in the Chesapeake Bay watershed; and whose mission is to restore the lands and waters of the Chesapeake Bay watershed. The Alliance was founded in 1971 and has offices in Annapolis, MD; Lancaster, PA; Washington, D.C.; and Richmond, VA.

Job Description:

The Green Infrastructure Projects Coordinator is a full-time position that supports the implementation of green infrastructure and landscape restoration projects across Maryland, with an opportunity to expand to other Chesapeake Bay jurisdictions. This role has a strong emphasis in community engagement and outreach efforts. This position will engage directly with a variety of landowners, collaborate on landscape restoration and green infrastructure efforts with the Alliance's Green Infrastructure staff, and regularly engage with other professional partners. Some fieldwork is necessary.

Specific Duties of this Position:

- Coordinates various Green Infrastructure projects, including management of project tasks, partner relations and logistics coordination, event and deliverable planning and support, and more.
- Provides direct outreach and education to diverse groups of project partners, including communities, companies, and funders regarding Green Infrastructure projects. Effectively delivers project information through various outreach efforts (print materials, meetings, presentations) related to projects.
- In collaboration with team members, pursues securing project funding through private, foundation, state, federal, and other grant programs to expand the impact of Green Infrastructure projects that are focused in community engagement and landscape restoration.
- Coordinates various Green Infrastructure grant management tasks, including project development, contracts, budgets, and grantor reporting obligations. Ensures project deliverables and deadlines are successfully met.
- Participates in Alliance strategic planning efforts, internal committees, and problem-solving oriented teams as assigned. Contributes to the Alliance's various Green Infrastructure Program efforts.
- Provides supervision to Alliance volunteers and coordinates volunteer events, as assigned.

Qualifications & Experience:

- Bachelor's degree in environmental planning, water resources management, natural resources, environmental science, community engagement, or a relevant field. Candidates with alternative education, but with extensive relevant professional experience, will also be considered.
- 2+ years relevant professional experience (which may include internships) related to the tasks of this position. A Master's degree may be substituted for 1 year of experience.
- Experience successfully working with various stakeholders and cultivating partnerships.
- Strong communication, facilitation, and collaboration skills, internally as part of a team and also with external audiences.
- Experience planning and leading community events is a plus.
- Experience creating written educational or outreach materials.

- Working technical knowledge of green infrastructure and landscape restoration practices is desired.
- Excellent time management skills, including the ability to effectively prioritize tasks across multiple projects.
- Experience in project management and grant writing.

Supervision: The Green Infrastructure Projects Coordinator reports directly to the Senior Green Infrastructure Projects Manager (Maryland-based).

Hours and Location: The Coordinator is based in the Annapolis, MD office, though a remote-based candidate, located in central Maryland will also be considered. Some night and weekend work is required. This position requires travel, primarily to sites across central and southern Maryland, but occasionally to other parts of the Chesapeake Bay watershed. The position is full-time (40 hours per week).

Salary & Benefits: \$50,000 - \$56,000, 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 no later than **January 5, 2025**. Indicate "Green Infrastructure Projects Coordinator" in the email subject line. No telephone inquiries please.

1. Your resume
2. A written response (2 pages total, max) to the following prompts:
 - What excites you most about this position?
 - Describe your experience leading and/or implementing an outreach or community engagement campaign.
 - What is your experience/knowledge working in the field of green infrastructure and landscape restoration?
3. A list of 3 professional references.

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 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.