



## Vacancy Announcement

**Chesapeake Research Consortium**  
Environmental Management Career Development Program  
in support of  
The Chesapeake Bay Program's Diversity Workgroup

Restoration of the Chesapeake Bay requires committed, passionate and diverse individuals. The Chesapeake Research Consortium (CRC) seeks such an individual for a three-year appointment to provide primary support to the Chesapeake Bay Program's Diversity Workgroup. The workgroup's goal is to identify stakeholder groups that are not currently represented in the leadership, decision-making, and implementation of conservation and restoration activities and create meaningful opportunities and programs to recruit and engage them in the Chesapeake Bay Program's efforts to protect and restore the Chesapeake Bay and its surrounding watershed. Meaningful engagement is defined by exploring values important to underrepresented communities like public health, economic opportunity, and overall quality of life. Furthermore, the workgroup seeks to promote environmental justice through the meaningful involvement and fair treatment of all people regardless of race, color, national origin or income, in the implementation of the 2014 Chesapeake Watershed Agreement.

The candidate selected for this position will be intimately involved in the activities of the Diversity Workgroup. Specific roles and responsibilities may include researching, promoting, applying and tracking efforts related to the workgroups mission and goals; raising awareness about diversity, inclusion and environmental justice issues within the Chesapeake Bay region; frequent interaction with a diverse workgroup membership and partner network; and outreach to local communities and organizations to address community concerns and establish new partnerships. In addition, the Staffer will be responsible for organization and support of workgroup meetings and should expect to engage in work such as drafting policy pieces and decision support documents and tracking workplan implementation progress. On occasion, the Staffer will be expected to do some travel offsite during or after normal business hours to support workgroup and partner activities. The Staffer will also gain experience working with natural resource managers from around the Chesapeake Bay watershed. The selected candidate will work as a CRC employee at the U.S. EPA's Chesapeake Bay Program Office located in Annapolis, Maryland.

The ideal candidate for the position would have the following background and qualifications.

- Bachelor's Degree with a focus on diversity and inclusion, sociology, communication and outreach, community engagement, public health, environmental justice, environmental management or policy, or related area of study.
- Excellent verbal and written communication skills and the ability to communicate with diverse partners at all levels of program activities with diplomacy.
- Ability to compose webpage articles and blogs on diversity issues and best practices.

- Experience with or interest in community outreach and engagement activities, particularly with diverse communities and community organizations.
- Strong public speaking skills.
- Ability to perform background research, analysis, and synthesis on policy and science related topics.
- Ability to work with people in a consensus building environment and independently plan meetings, develop agendas, and draft concise meeting minutes.
- Ability to prioritize tasks under tight timelines in a fast-paced environment.
- Demonstrated ability to problem-solve.
- Excellent organizational skills and attention to detail.
- Ability to manage and update content for group web pages using a content management system.
- Proficiency in Microsoft Word, Excel, and PowerPoint is required.
- Familiarity with remote technologies such as video conferencing (Web-X, Adobe connect, etc.).
- Interest in learning how a multi-party, governmental-environmental-management partnership makes decisions effectively and sets and achieves goals through collaborative processes.
- A willingness to explore your career options and your passion and enthusiasm for the work and program.

The annual salary is \$40,831 and a competitive vacation and benefits package is included for the three-year position. In addition to the experience gained through their work assignments, Staffers, through individual professional development plans, also attend professional conferences, workshops, and training related to their position and identified future career interests.

Applications (a detailed cover letter, resume, list of at least three references, transcript [unofficial is fine] and a short writing sample) should be sent electronically to Melissa Fagan, Environmental Management Career Development Program Coordinator, at [faganm@chesapeake.org](mailto:faganm@chesapeake.org). Please include information concerning education and professional background, as well as immediate and long-term career goals.

Additional information about the CRC Environmental Career Development Program is available at [www.chesapeake.org](http://www.chesapeake.org). Additional information about the Chesapeake Bay Program is available at [www.chesapeakebay.net](http://www.chesapeakebay.net).

CRC is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, age, marital status, disability, veteran status or national origin. CRC maintains a drug-free workplace. All Staffers are required to complete a federal background check upon hire.

Announcement Close Date: July 8, 2018