

Conservation Project Coordinator, GreenTrust Alliance

Elkridge/Columbia, MD

DEADLINE:

APRIL 30, 2019

Type: Full time

GreenTrust Alliance (GTA) is a highly focused conservation nonprofit that brings unique partners and funders together to restore and then preserve large scale environmentally degraded sites in the Mid-Atlantic region. In our Howard County, Maryland headquarters, we currently seek a Project Coordinator who will work with our small organization to expedite a wide variety of tasks that are required to keep these huge environmental projects moving - from contract administration, accounting support, to environmental fieldwork and environmental monitoring. The person in this position works daily with our management team to reconcile habitat project progress with contractor invoices and payment milestones along a steady timeline that GTA relies on to help advance our conservation mission. GTA's Project Coordinator will have an immediate impact on our efficiency and ability to protect large parcels of sensitive land and restore its fish and wildlife habitat for future generations.

Job Profile

We seek a full time Project Coordinator based in or near Columbia, Maryland. Essential duties and responsibilities include the following:

- Conducting (and receiving training on) environmental site assessment, wetland delineation, and environmental construction oversight and monitoring, as required.
- Working with our accounting team to perform basic accounting tasks associated with GTA's contracts and sub-contracts.
- Managing grant processing and periodic reporting with GTA's conservation staff and leadership.
- Collaborating with colleagues and strategic partners on the GTA team on grant writing for private, state, and federal funding sources.
- Managing and promoting GTA's website and social media accounts.
- Interfacing and collaborating with funders and the public to promote GTA's brand and mission.
- Performing other duties as assigned.

Candidate Profile: The ideal candidate will have:

- Demonstrated high level of attention to detail in daily work functions.
- At least two years of relevant experience and/or training; or equivalent combination of education and experience in environmental restoration or preservation, grant/contract administration and support, and/or office administration.
- Prior direct experience working on a stream or wetland restoration crew.
- Prior direct experience conducting restoration, easement, or water quality monitoring.
- Prior experience with grant-management processes (project milestones, subcontracting, invoicing).
- Ability to work effectively in a fast-paced small business environment.
- Talent to manage multiple tasks simultaneously with excellent attention to detail.
- Interest and ability to work as a team member or independently on different tasks.
- Good judgment, resourcefulness and ability to problem-solve, troubleshoot and follow tasks through to completion.
- Strong interpersonal skills with people at all levels.
- Excellent skills using the MS Office Suite, particularly Microsoft Excel.

To apply, please submit a cover letter and CV to:
Kirk Mantay, Director of Operations
kirk@greentrustalliance.org

We are strengthened by the diversity of our colleagues in the nonprofit community, and we welcome and actively seek applications from people of all cultures, backgrounds, and relevant experiences.