



Vacancy Announcement

Chesapeake Research Consortium

Environmental Management Career Development Program

Environmental Management Staffer

in support of the Chesapeake Bay Program partnership's
Enhance Partnering, Leadership and Management Goal Implementation Team

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 support to the Chesapeake Bay Program partnership's Enhance Partnering, Leadership and Management Goal Implementation Team.

The Enhance Partnering, Leadership and Management Goal Implementation Team (GIT) seeks to continually improve the leadership and management of the Chesapeake Bay Program partnership and assist Bay stakeholders in building their capacity to become environmental leaders in their communities. The work of the GIT provides an innovative strategic framework necessary for Chesapeake Bay Program partners to track progress toward the goals and outcomes of the *2014 Chesapeake Bay Watershed Agreement*. The GIT guides the partnership's activities on governance and accountability; ensuring that adaptive management practices are in place and implemented; engaging, developing, and supporting local leaders; and advancing the efficient and transparent use of financial resources.

Environmental Management Staffer Responsibilities

The candidate selected for this position will be involved in team activities and will be responsible for organization and support of meetings, member coordination and communication, tracking progress towards identified goals and outcomes, helping to revise any management strategies and workplans for which the GIT is responsible, research and synthesis activities, and additional special projects as assigned. The candidate will also support the GIT's overall involvement in managing the Chesapeake Bay Program's Strategy Review System. Activities include helping to track progress toward achieving Chesapeake Bay restoration goals and outcomes, coordinating partnership reviews, serving as a point of contact for goal and outcome leads, and working with team members to implement new and/or changing components of the process. Although primarily assigned to support the GIT and its workgroups, the Staffer in this position will also on occasion support the Chesapeake Bay Program's Management Board, Principals' Staff Committee, and Executive Council. The selected candidate will work as a CRC employee at the U.S. EPA's Chesapeake Bay Program Office located in Annapolis, Maryland.

Desired Skills and Qualifications

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

- A Bachelor's degree in environmental management, political science, public policy, business or related topics is preferred but science degrees are also acceptable for those applicants that have an interest in management and policy.

- Familiarity with or interest in one or more of the following areas: adaptive management, leadership programs (at all levels of government), budget and finance, and evaluation.
- Ability to perform background research, analysis, and synthesis on policy and science related topics.
- Ability to collaborate with a diverse range of partners and stakeholders as part of interdisciplinary teams representing a variety of interests, in an environment meant to build consensus.
- Provide support by independently planning meetings, developing agendas, drafting concise meeting minutes, and tracking action items.
- Excellent verbal and written communication skills and the ability to communicate with partners at all levels of program activities with diplomacy.
- Ability to work independently and prioritize tasks under tight timelines in a fast-paced office environment.
- Excellent organizational skills and attention to detail.
- Demonstrated ability to problem solve.
- Ability to manage and update content for group web pages using a content management system.
- Proficiency in Microsoft Word, Excel, and PowerPoint is required. Experience with Microsoft Access is a plus.
- Familiarity with using remote meeting technologies such as video conferencing (Web-X, Adobe Connect, Zoom, etc.).
- Interest in learning how a diverse, governmental-environmental-management partnership makes decisions effectively and sets and achieves goals through collaborative and regulatory processes.
- A will to explore your career options, passion and enthusiasm for the work and program.

Salary and Benefits

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 individually crafted professional development plans, also attend professional conferences and workshops, and receive training related to their position and identified future career interests.

Application Instructions

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

Application Due Date: May 5, 2019

Additional information about the CRC Environmental Career Development Program is available at www.chesapeake.org. Additional information about the Chesapeake Bay Program partnership is available at www.chesapeakebay.net.

Chesapeake Research Consortium is committed to a diverse workforce. CRC provides equal employment opportunities and does not discriminate on the basis of race, color, creed, religion, gender, age, sexual orientation, marital status, disability, veteran status or national origin. CRC maintains a drug-free workplace. All Environmental Management Staffers are required to successfully complete a federal background check upon hire.