

## **Position Announcement: Chesapeake Bay Program Local Leadership Workgroup Coordinator**

The Alliance for the Chesapeake Bay, a regional non-profit organization based in Annapolis, Maryland with offices in Virginia and Pennsylvania, seeks a qualified and highly motivated person to provide support to the Chesapeake Bay Program's (CBP) Local Leadership Workgroup.

### **About the Alliance:**

The Alliance for the Chesapeake Bay was founded in 1971, and since its beginning, has been in the forefront of restoration efforts in the watershed. The Alliance's core mission is to lead, support and inspire local action to restore and protect the lands, rivers and streams of the Chesapeake Bay watershed. This mission is accomplished through strong partnerships with communities, businesses, NGOs and governments across the watershed States and Washington DC; working to inspire people and communities to be stewards of their local streams and take part in the work of restoration; and through creation and support of innovative local and regional programs that produce measurable results. The Alliance supports the Local Leadership Workgroup under a Cooperative Agreement with the US EPA CBP.

### **Job Description:**

The position provides program coordination for the Chesapeake Bay Program's Local Leadership Workgroup, under the direct supervision of the Alliance's Director of Local Government Programs. The Workgroup provides guidance on achieving the Local Leadership Outcome contained in the Chesapeake Bay Watershed Agreement.

### **Primary duties of the position include:**

- Workgroup Coordination
  - Recruit and support workgroup members
  - Communicate timely and relevant information with members and key stakeholders throughout Chesapeake Bay Watershed.
  - Serve as the point of contact for the Local Leadership Management Strategy and implement tasks assigned by the Local Leadership Workgroup Chair
- Meetings
  - Develop meeting agenda in collaboration with Workgroup Chair/
  - Serve as primary point of contact for speakers/presenters
  - Review minutes/meeting summaries prepared by workgroup staffer
- Coordinate work of Local Leadership Outcome
  - Coordinate work of the Local Leadership Management Strategy and Workplan according to the requirements set forth by the Chesapeake Bay Program Strategy Review System procedures
  - Prepare materials for SRS presentation to Management Board
  - Update Workplan and Management Strategy as needed following SRS presentation to Management Board
- Represent Local Leadership Workgroup within Chesapeake Bay Program Partnership
  - Attend regular meetings of CBP Coordinators and Staffers
  - Attend regular meetings of the Communications Workgroup
  - Attend Local Government Advisory Committee quarterly meetings

- Consult with GIT Chairs, Workgroup Chairs and their coordinators and staffers on the development and implementation of management strategies, including but not limited to those addressing Urban Tree Canopy, Healthy Watersheds, Land Use Metrics and Land Use Options Outcomes;
- When requested, assist GIT and Workgroup Chairs with identifying local government representatives to serve on GITs or workgroups;
- Attend GIT meetings as needed;
- In collaboration with the CBP Local Engagement Coordinator, assist with building/maintaining relationships with local government partners throughout the watershed, including but not limited to key state associations of municipalities and counties;
- Communications
  - In collaboration with the CBP Communications Office, write at least four (4) blog posts for publication on chesapeakebay.net, Bay Journal Local Government edition, or other sources of interest to local government officials
  - Create Local Government Partners list on Chesapeakebay.net and update at least twice per year.

**Expertise and Skills Required for the position:**

The successful candidate should have excellent written and oral communication skills, strong organizational skills, and an understanding of water quality and land use issues affecting the Chesapeake Bay watershed. Abilities to form strong relationships and work in partnership with a variety of audiences are essential. The Workgroup Coordinator will interact often with members of the business community, local government, landowners, other nonprofits, and local residents.

The successful candidate will show creativity in generating new ideas and problem-solving, as well as project management, leadership and facilitation skills. The demonstrated ability to facilitate the engagement of a diversity of partners and generate consensus on goals and project ideas is a plus.

The Local Leadership Workgroup Coordinator will need the following skills:

- Assist in management of LLW projects from concept to completion, including partnership building, budgeting and outreach
- Develop and deliver presentations and workshops to the public
- Gather and synthesize data and information as needed to build new programs and projects, ensure successful results, and communicate outcomes of work
- Edit and assist in writing grant proposals, newsletter articles and project reports
- Ability to articulate the mission and values of the Alliance
- Excellent computer skills are necessary: experience with databases, graphics programs, social media and web-interfaces are a plus

**Qualifications:**

The Coordinator will have a Bachelor's degree, preferably in a related field (environmental studies, public policy, planning, conservation, or other related study) and have at least 5 years of related work experience. Strong computer skills are required and include a proficiency in Word, Excel, and Power Point. Previous experience working with non-profit organizations is preferred.

**Supervision:**

The Local Leadership Workgroup Coordinator will report to the Director of Local Government Programs. All staff of the Alliance are expected to support strategic planning, program development, and fundraising activities.

**Type of Position:**

Full time (40 hours weekly) with some flexibility to work from home.

**Location:**

The position is ideally located at the Alliance office in Annapolis, MD but consideration for either the Richmond, VA or Lancaster, PA Alliance offices will be given. Ability to travel throughout the Chesapeake Bay watershed is required.

The employee's actions are expected to reflect the staff values of the Alliance for the Chesapeake Bay: collaboration, mindfulness, empowerment, inclusivity, and mission focus. We aspire 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.

The Alliance for the Chesapeake Bay offers a family and dog-friendly, flexible work environment. We are committed to building a diverse team and strongly encourage candidates from all backgrounds to apply. If you meet more than 75% of the qualifications of this description, we encourage you to submit an application.

**Salary:** \$52,000+ commensurate with experience

**Closing date:** May 3, 2019

**To Apply**

Please submit cover letter, resume, salary requirement and references to: [jstarr@allianceforthebay.org](mailto:jstarr@allianceforthebay.org) with *LL Workgroup Coordinator Application* in the subject line. No phone inquiries please.