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## Position Announcement: **Pennsylvania Conservation Coordinator**

### **About the Alliance:**

The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization whose mission is to bring together individuals, organizations, businesses, and governments to find collaborative solutions, to build a strong commitment to stewardship, and to deliver innovative, broadly-supported programs that benefit the land, waters and residents of the Chesapeake Bay. In partnership, the Alliance implements local programs that connect people to their local river and become directly involved in local restoration efforts. The Alliance was founded in 1971 and has offices in Annapolis, MD, Lancaster, PA, Washington, D.C., and Richmond, VA. The Pennsylvania office is focused on the Susquehanna River and Potomac River Basins in Pennsylvania and New York.

### **Job Description:**

This position will work on a wide range of water quality improvement projects focused on agricultural conservation, reforestation, riparian and in-stream conservation, drinking water protection, urban stormwater, and more. The successful candidate should have excellent written and oral communication skills, strong organizational skills, and a basic understanding of water quality and land use issues affecting the Chesapeake Bay Watershed. The ability to form strong relationships and work in partnership with a variety of audiences is essential. The Conservation Coordinator will interact often with farmers, other landowners and local residents, and members of the business community, local government, and other nonprofits.

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.

While the successful candidate will immediately step into existing programs, the Alliance seeks out applicants who can develop creative, innovative solutions, and projects of their own in time.

### **Specific Duties of the Position:**

- Assist and coordinate reforestation duties, including planning, logistics, preparation, planting, and maintenance.
- Assist and coordinate agricultural conservation projects from concept to completion, including partnership building, budgeting, and outreach.
- Develop and deliver presentations and workshops to the general 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. Seeking out funding for grant opportunities as available.
- Recruit, train, and motivate landowners, partners, and volunteers in restoration work.
- Manage office administrative tasks and other tasks as assigned.

**Minimum Qualifications & Experience:**

- Bachelor's Degree in agriculture, forestry, environmental science, ecology, or a related field.
- 2 years work experience in the environmental sector, which may include internships. An advanced degree in a related field may substitute for one year of professional experience.
- Ability to work in the field, comfortable working outdoors and sometimes lifting heavy objects.
- Effective writing and other communications skills.
- Excellent organizational and time-management skills.
- Detail-oriented, flexible, and able to manage multiple projects and tasks.
- Desire and ability to work independently or as part of a team in a self-directed, small-office environment and to manage priorities and meet deadlines especially during times of peak activity.

**Additional Desirable Expertise, Interests, and Skills:**

- Understanding Pennsylvania ecosystems, flora, and fauna.
- Plant identification, particularly native and invasives common in PA ecosystems.
- Design and/or installation of agricultural best management practices, conservation landscapes, stormwater best management practices, and/or riparian buffers.
- Experience working with a variety of stakeholders in a professional setting, including (but not limited to): local government employees, elected officials, businesses, various landowners, academic institutions, local and regional watershed or conservation groups, and volunteers.
- Knowledge base of: Pennsylvania local government structure; municipal environmental obligations stemming from both the state and Chesapeake Bay Program goals and objectives; Chesapeake Bay issues and their relation to PA land use and local waterways.
- Experience with Adobe Creative Cloud (especially InDesign and Illustrator); Wordpress; Office; ArcMap 10.1+.
- Experience writing newsletters, press releases, articles, or other outreach materials.
- Understanding of basic invoicing and project budgeting.

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 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 more than 75% of the qualifications of this description, we encourage you to submit an application.

**Supervision:** The Pennsylvania Conservation Coordinator will report directly to the Pennsylvania State Director.

**Hours and Location:** The Pennsylvania Conservation Coordinator will be based at the Alliance's Lancaster, Pennsylvania Office with some ability to work from home. Some night and weekend work may be required. Travel throughout the Chesapeake Bay watershed is needed at times. The position advertised is full-time (40 hours per week).

**Salary:** \$40,000+, commensurate with experience. Competitive benefits are available.

**Application:** Please email your cover letter, résumé, and list of 3 professional references to [careers@allianceforthebay.org](mailto:careers@allianceforthebay.org) no later than **Friday, August 16, 2019**. Indicate "Pennsylvania Conservation Coordinator" in the email subject line. No telephone inquiries, please.