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Visit our website at: allianceforthebay.org*

Position Announcement: **Green Infrastructure Project 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. The Alliance implements local projects that connect people to their local river and becomes 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 green infrastructure and urban stormwater. From the onset, this position will focus primarily on promoting outreach, education and participation in Lancaster City's "Save It! Your Water. Your Money. Your City" residential stormwater green infrastructure program. 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 engage, form strong relationships, and work in partnership with a variety of audiences is essential. The Project Coordinator will interact often with members of the business community, local government, design and engineering professionals, landowners, other nonprofits, and local residents. The successful candidate will show creativity in generating new project ideas and problem-solving, as well as project management, leadership and facilitation skills.

Specific Duties of the Position:

- Coordinate the City of Lancaster's "Save It!" program by:
 - Facilitating individual projects from concept to completion
 - Outreach to city residents and other partnership building
 - Interfacing with City officials and design/engineering professionals
 - Website and social media content management
 - Budget management, and more
- Communicate with the public in a variety of settings and group sizes, including the development and delivery of presentations and workshops to various audiences
- Recruit, train and motivate citizens and partner groups in green infrastructure work
- Gather and synthesize data to build new/existing projects, ensure successful results, create project reports, and communicate outcomes of work
- Assist in writing grant proposals to expand the Alliance's Green Infrastructure Program
- Work on other green infrastructure projects, including Tree Tenders
- Work with Alliance Communications staff to generate newsletter articles
- Assist with office administrative tasks as needed

Minimum Qualifications & Experience:

- Bachelor's degree in a relevant field and 1+ years work experience in the environmental sector (an advanced degree in a relevant field may substitute for one year of professional experience)

- Experience with the design and/or installation of green infrastructure landscapes and best management practices in urban or ultra urban settings
- Understanding Pennsylvania urban ecosystems, trees, and other native plants
- Experience working with a variety of community stakeholders in the professional setting, which may include: local government employees, elected officials, businesses, private landowners, academic institutions, local and regional watershed or conservation groups, volunteers, and more
- Ability to work independently on multiple projects, as well as be an effective team member
- Excellent communication skills and willingness to conduct door-to-door outreach
- Knowledge and use of a variety of social media platforms and basic Wordpress website management
- Software proficiency in Microsoft Office and the Google Drive suite
- Ability to learn and adapt quickly, be well organized, possess strong attention to detail, and have excellent time management skills
- Commitment to the overall goals of the Alliance for improvement of local waterways and the Chesapeake Bay watershed
- Comfortable working outdoors in variable climate conditions on uneven terrains
- Driver's license and vehicle to commute throughout the Bay watershed as needed

Additional Desirable (Not Required) Expertise, Interests, and Skills:

- Bilingual in Spanish and English
- Experience writing environmental grants (federal, state, foundation, or other)
- Understanding Pennsylvania local government structure and the municipal environmental obligations stemming from both the state and Chesapeake Bay Program goals and objectives, including combined sewer system and MS4 permit requirements
- Ability to use the Adobe Creative Cloud, especially InDesign and Illustrator
- Understanding basics of project budgets and other financials

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 Green Infrastructure Project Coordinator will report directly to the Pennsylvania State Director.

Hours and Location: The Green Infrastructure Project Coordinator will be based at the Alliance's Lancaster, Pennsylvania Office with some ability to work from home as approved by the State Director. 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: \$45,000+, commensurate with experience. Competitive benefits are available.

Application: Please email your cover letter, résumé, and list of 3 professional references to careers@allianceforthebay.org no later than Tuesday, March 31st. Indicate "Green Infrastructure Project Coordinator" in the email subject line. No telephone inquiries, please.