

Chesapeake Research Consortium, Inc.
645 Contees Wharf Road
Edgewater, MD 21037
(410) 798-1283
www.chesapeake.org



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The University System of Maryland
Virginia Institute of Marine Science
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Vacancy Announcement

Chesapeake Research Consortium
Environmental Management Career Development Program
Environmental Management Staffer
in support of
The Chesapeake Bay Program partnership's
Protect and Restore Water Quality Goal Implementation Team

During the COVID-19 national health emergency, all interviews for this position will be conducted using remote technologies (Zoom, Google Hangouts, etc.) or via phone. All CRC Staff, including CRC Environmental Management Staffers posted at the Chesapeake Bay Program Office, are currently under mandatory telework orders. Should the start date for this position fall within the timeline identified by that order, the candidate hired for this positon will also telework until it is deemed safe to physically return to CRC's worksites.

Restoration of the Chesapeake Bay requires diverse, committed, and passionate individuals. The Chesapeake Research Consortium (CRC) seeks such an individual for a three-year appointment to the Chesapeake Bay Program's Protect and Restore Water Quality Goal Implementation Team (WQGIT).

The WQGIT coordinates and provides support to the Chesapeake Bay Program partners in implementing nutrient and sediment reduction efforts necessary to meet the water quality goals set to restore the Bay's living resources. The goal team's primary focus is to support efforts to reduce and cap the nutrient and sediment loads entering the Bay and to ensure that these reductions are maintained over time. The Staffer in this position will focus on topics such as agriculture, land use, the Conowingo Watershed Implementation Plan, wastewater, and nutrient trading.

Environmental Management Staffer Responsibilities

The candidate selected for this position will be involved in WQGIT activities and will be responsible for goal team member coordination and communication, task tracking, research and synthesis activities, meeting organization and support, administrative duties such as taking meeting minutes and updating team webpages, and special projects as assigned. Special projects will vary according to workgroup needs and candidate interests, and may include: development of communication materials, policy and technical research, grant application and management, and/or analysis using the Chesapeake Bay Program's modeling tools and environmental monitoring data. The candidate will also support the WQGIT's involvement in the Chesapeake Bay Program's Strategy Review System process to track progress toward achieving Chesapeake Bay restoration goals and outcomes, including coordinating partnership reviews and

consolidating feedback. 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 natural sciences, environmental management, public policy, environmental law, agriculture science, watershed planning, environmental economics, or a related field, with specific knowledge or experience in watershed management, agriculture, nonpoint/point source pollution, and clean water law and policy.
- **Familiarity with using remote meeting technologies such as video conferencing (Zoom, Adobe Connect, Web-X, etc.) a plus.**
- Technical knowledge and skills with Geographic Information Systems, computer model code development and maintenance, and/or statistical analysis a plus.
- Familiarity with the federal Clean Water Act.
- Ability to perform background research, analysis, and synthesis on policy and science related topics.
- Ability to collaborate with a 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 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.
- Interest in learning how a multi-stakeholder, governmental-environmental-management partnership sets and achieves goals through collaboration, adaptive management, and science based decision making.
- A will to explore your career options, passion and enthusiasm for the work and program.

Salary and Benefits

The annual salary is \$41,648 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: April 21, 2020

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.