



Vacancy Announcement

Chesapeake Research Consortium

Environmental Management Career Development Program

Environmental Management Staffer

in support of

the Chesapeake Bay Program's

Management Board, Principals' Staff Committee, Executive Council and Partnership Activities

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 position will also telework until it is deemed safe to physically return to CRC's worksites.

Management and restoration of the Chesapeake Bay watershed requires a diverse group of passionate individuals and the Chesapeake Research Consortium (CRC) seeks such an individual for a three-year appointment to its Environmental Management Career Development Program. As a staffer in the Environmental Management Career Development Program, you will provide staff support to the Chesapeake Bay Program. The Chesapeake Bay Program brings together leaders from state, federal and local government, as well as academia and the watershed's many communities, to collaborate on creating the best strategies and tools for cleaning up the Bay and the rivers and streams that flow into it. The Chesapeake Bay Program is fueled by science and driven by partnership.

The successful candidate will primarily provide support to the Chesapeake Bay Program's Management Board, with additional support provided to the Principals' Staff Committee, Executive Council, and other program entities. These groups establish the policy direction for the restoration and protection of the Bay and its living resources; garner public support for the Bay effort; develop agreements and amendments that set goals and guide policy for Bay restoration; provide accountability to the public for progress made in the Bay's restoration; 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.

Environmental Management Staffer Responsibilities

The candidate selected for this position will be involved in core leadership team activities. In this position, you will organize and support meetings, communicate and coordinate with members, track progress towards identified goals and outcomes, research and synthesize activities and

assist with additional special projects as assigned. You will be engaged in the Chesapeake Bay Program's innovative Strategy Review System process, which tracks progress towards the Chesapeake Bay Program partnership's restoration goals by learning from past actions. This includes coordinating partnership reviews, consolidating feedback and working closely with the Enhancing Partnering, Leadership and Management Goal Implementation Team. The experiences, skills and network gained from the three-year appointment will be valuable to someone seeking further education and/or career development in the policy or scientific fields. 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 this 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.
- 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.
- Excellent verbal and written communication skills and the ability to communicate with partners at all levels of program activities with diplomacy.
- Provide support by independently planning meetings, developing agendas, drafting concise meeting minutes, and tracking action items.
- Ability to prioritize tasks under tight timelines in a fast-paced environment.
- Ability to perform background research, analysis, and synthesis on policy and science related topics.
- 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 (training provided).
- Familiarity with using remote meeting technologies such as video conferencing (Zoom, Microsoft Teams, Webex, etc.) a plus.
- 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 willingness to explore career options, passion and enthusiasm for the work and program.

Salary and Benefits

The annual salary is \$42,481 and a competitive vacation and benefits package is included for the three-year position. In addition to the experience gained through your work assignments, CRC

can support your attendance at professional conferences, workshops, and trainings related to your position, identified future career interests and individual professional development plan.

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: July 5, 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. Information on the Strategy Review System is available at www.chesapeakebay.net/decisions.

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.