



Vacancy Announcement

Chesapeake Research Consortium
Environmental Management Career Development Program
in support of the
Chesapeake Bay Program's Communications Office

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 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 (CBP) is fueled by science and driven by partnership.

The successful candidate will primarily provide support to the CBP's Communications Office. The Communications Office supports efforts to restore and protect the Chesapeake Bay by providing information to the public, working with the media, branding and promoting the [Chesapeake Bay Program](#), and facilitating communications between state and federal agencies. Special emphasis is placed on using multimedia content and online tools in the office's daily work.

Environmental Management Staffer Responsibilities

The candidate selected for this position will be intimately involved in the activities of the Communications Office. In this role, you will support the Communications Office by working with subject matter experts to create, maintain and market consistent, high-quality web content for the Bay Program website that supports the work of the partnership. The Staffer will assist in writing content for the Bay Program's website (e.g., blog posts), compile e-newsletters, assist in the running of social media accounts, staff the partnership's [Communications Workgroup](#) and assist in the planning of the annual meeting of the [Chesapeake Executive Council](#). The selected

candidate will work as a CRC employee at the U.S. EPA's Chesapeake Bay Program Office located in Annapolis, Maryland.

Summary of Responsibilities

- Manage and update content and calendar items on the Communications Workgroup's webpage and listserv.
- Writing, editing and developing written and visual content for the CBP website.
- Assisting with CBP's social media accounts, including tracking analytics.
- Develop and disseminate daily, weekly and monthly newsletters.
- Provide meeting support by developing meeting agendas, setting up remote technologies such as video conferencing (training provided), drafting concise meeting minutes, track and follow-up on action items, and other tasks related to monthly Communications Workgroup meetings.
- Writing and editing fact sheets, backgrounders and other communications products.
- Lead in planning bi-annual in-person Communications Workgroup meetings.
- Support planning activities leading up to, and the day of, the annual Chesapeake Executive Council meeting. This includes taking minutes, determining logistics and other duties as they arise.

Desired Skills and Interests

The ideal candidate for the position would have the following background and interests however if you meet more than 75% of the qualifications of this description, we encourage you to submit an application.

- A Bachelor's degree in communications, journalism, marketing public relations, environmental communications or other relevant area of study. Individuals possessing a degree in natural or environmental sciences and/or management with an interest in environmental communications are also encouraged to apply.
- Solid writing skills and a strong interest in writing for a variety of formats, including press releases, newsletters, blogs and the web.
- Ability to use online social networking tools such as Facebook and Twitter to distribute information, engage audiences and spur action.
- Ability to perform background interviews, research and analysis, ensuring that communication products are complete and technically accurate.
- Experience with or interest in collaborating 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.
- Excellent organizational skills, attention to detail and problem-solving skills.
- Ability to prioritize tasks under tight timelines in a fast-paced environment.
- Self-motivated and a team-player.

- Proficiency in Microsoft Word, Excel, and PowerPoint is required and experience with graphic design software (Adobe Photoshop, Illustrator and InDesign) is beneficial.
- Familiarity with using remote meeting technologies such as video conferencing (Zoom, Microsoft Teams, Webex, etc.) a plus.
- Interest in learning how a multi-stakeholder, regional governmental-environmental-management partnership sets and achieves goals through collaboration, adaptive management, and science based decision making.
- A willingness to explore career options and interest in engaging in professional development activities.

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: September 8, 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 building a diverse team and strongly encourage candidates from all backgrounds to apply. 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.