



## Vacancy Announcement

### Chesapeake Research Consortium

Environmental Management Career Development Program

Environmental Management Staffer

in support of

The Chesapeake Bay Program's Water Quality Goal Implementation Team

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**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.**

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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 provide support to the Chesapeake Bay Program's 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 Dam Watershed Implementation Plan, and wastewater.

### **Environmental Management Staffer Responsibilities**

The candidate selected for this position will be involved in core leadership team activities associated with the WQGIT and its assigned workgroups. Through coordination, logistics, and documentation you will gain hands on experience working with natural resource managers from agencies and institutions around the Chesapeake Bay. You will also have the opportunity to apply your knowledge and skill to special projects and assignments as needed. 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. Additionally, 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. 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**

- Provide meeting support by developing meeting agendas, setting up remote technologies such as video conferencing (training provided), drafting concise meeting minutes, and tracking and following-up on action items.
- Manage and update content and calendar items on WQGIT and workgroup webpages.
- Solicit, track and consolidate feedback on documents or topics as necessary from WQGIT and workgroup members and experts.
- Participate as needed to write reports and communication pieces, perform analysis, consolidate data, and other tasks as assigned.

### **Desired Skills and Qualifications**

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 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.
- 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.
- The ability to research, organize, and synthesize complex information.
- Provide support by independently planning meetings, developing agendas, drafting concise meeting minutes, and tracking action items.
- Familiarity with using remote meeting technologies such as video conferencing (Zoom, Microsoft Teams, Webex, etc.) a plus.
- 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.
- 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.
- 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](mailto: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: December 20, 2020**

Additional information about the CRC Environmental Career Development Program is available at [www.chesapeake.org](http://www.chesapeake.org). Additional information about the Chesapeake Bay Program partnership is available at [www.chesapeakebay.net](http://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.