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Visit our website at: allianceforthebay.org*

Position Announcement: **Maryland Agriculture Projects Coordinator**

About the Alliance:

The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization whose vision is clean streams and rivers flowing through resilient landscapes, cared for by the people who live, work, and play in the Chesapeake Bay watershed; and whose mission is to bring together communities, companies, and conservationists to improve our lands and waters. The Alliance was founded in 1971 and has offices in Annapolis, MD, Lancaster, PA, Washington, D.C., and Richmond, VA.

Job Description:

This Maryland-based position will work directly with farmers and landowners on a wide range of water quality improvement projects focused on agricultural best management practices, agricultural community engagement, riparian and upland reforestation, and more. The Maryland Agriculture Projects Coordinator is a fast-paced, full-time position working under supervision of the Agriculture Program Director to help advance the Alliance's Agriculture Program in Maryland and throughout the Chesapeake Bay Watershed. The position will assist with farmer and partner relations, project management, grant writing, payments, invoices, reimbursements and programmatic and financial reporting. This position will involve extensive fieldwork.

While the position will assist with existing projects, the Alliance seeks out applicants who are highly motivated and will continue to grow its agricultural footprint throughout Maryland.

Specific Duties of the Position:

- Build and manage relationships with farmers, agricultural consultants, contractors, federal and state agencies, corporate partners, soil and water conservation districts, and other industry stakeholders.
- Manage project tasks, contracts, budgets, workloads and grantor reporting obligations. Ensure project deliverables are successfully met.
- Seek out opportunities and collaborate on securing project funding through state, federal, and other grant programs to expand the impact of Maryland-based agricultural projects.
- Coordinate agricultural conservation projects from concept to completion, including landowner engagement, partnership facilitation, planning, budgeting, and ensuring long term success.
- Inform communications materials, deliver presentations, and workshops to the general public.
- Recruit, train, and motivate agricultural landowners, partners, and volunteers in restoration work.
- Work with the Alliance's Forests Program team to compliment on-going projects.
- As appropriate, participate in internal teams catered toward planning broader organization-wide programmatic work.
- Manage office administrative tasks and other tasks as assigned.

Minimum Qualifications & Experience:

- Bachelor's degree in agriculture, natural resources, environmental science, or a related field.
- 2+ years work experience in the agricultural / environmental sector, which may include internships. An advanced degree in a related field may substitute for one year of professional experience.
- Experience working with farmers or landowners and conducting outreach in support of the implementation of agricultural best management practices.

- Understanding the State of Maryland's agricultural conservation grants available for best management practice implementation assistance, as well as other state and federal cost-share programs, such as the USDA Conservation Reserve Enhancement Program (CREP) and the Environmental Quality Incentives Program (EQIP).
- Ability to work in the field, comfortable working outdoors and sometimes lifting heavy objects.
- Effective writing and other communications skills.
- Excellent organizational and time-management skills.
- Detail-oriented, flexible, and able to manage multiple projects and tasks.
- Desire and ability to work independently or as part of a team in a self-directed, small-office environment and to manage priorities and meet deadlines especially during times of peak activity.

Additional Desirable Expertise, Interests, and Skills:

- Understanding of Maryland ecosystems, flora, and fauna.
- Plant identification, particularly native and invasive species common in MD ecosystems.
- Understanding design/installation of agricultural best management practices, riparian forest buffers and upland reforestation, conservation landscapes, and/or forest management best practices.
- Understanding urban agriculture technologies and opportunities.
- Experience working with a variety of aforementioned stakeholders in a professional setting.
- Knowledge base of Maryland local government structure as related to the agricultural sector.
- Experience ESRI ArcMap 10.1+, Google Workspace, and Microsoft Office.
- Experience writing newsletters, press releases, articles, or other outreach materials.
- Understanding of basic invoicing and project budgeting.

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 believes a broad base of participation and partners reflecting all of society is needed to be successful in the Chesapeake Bay Watershed restoration effort. Visit www.allianceforthebay.org/DEI to learn more.

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 Maryland Agriculture Projects Coordinator will report directly to the Pennsylvania State / Agriculture Program Director.

Hours and Location: The Maryland Agriculture Projects Coordinator will be based at the Alliance's Annapolis, Maryland Office, with remote work expected. Some night and weekend work may be required. Travel throughout Maryland and the Chesapeake Bay watershed will be required. 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, resumé, and list of 3 professional references to careers@allianceforthebay.org no later than **Friday, July 30, 2021**. Indicate "Maryland Agriculture Projects Coordinator" in the email subject line. No telephone inquiries, please.