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## Position Announcement: **Pennsylvania Green Infrastructure 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:**

The Pennsylvania Green Infrastructure Projects Coordinator position will work on a variety of urban stormwater green infrastructure and community engagement projects in the City of Lancaster and throughout south central Pennsylvania. The position is a fast-paced, full-time position working under supervision of the Pennsylvania State Director, with additional oversight provided by the Green Infrastructure Program Director, to help advance the Alliance's Green Infrastructure Program in Pennsylvania and throughout the Chesapeake Bay Watershed. The position will coordinate residential outreach, local government contract management, payments, invoices, reimbursements and programmatic and financial reporting. This position will involve extensive fieldwork and interactions with a variety of stakeholders related to urban stormwater and green infrastructure.

### **Specific Duties of the Position:**

- Work with the City of Lancaster Division of Sustainability and Environment staff to successfully implement the City's [Save It! Lancaster](#) project and further expand green infrastructure project implementation throughout the City, including execution of the following tasks:
  - Public presentations to elevate and promote green infrastructure implementation.
  - Support expansion of the City's small residential grant program including identifying opportunities and facilitating new installation applications.
  - In coordination with City staff, lead events such as workshops and volunteer opportunities.
  - Enhance outreach tools and resources, including print, web, and/or social media.
  - Track key programmatic indicators and report metrics.
  - Manage the Lancaster Tree Tenders subcontract.
  - Establish and maintain the schedule of project deliverables and submit monthly progress reports to City staff, in addition to regular updates and communication.
  - Manage contract budget, invoicing, and reporting obligations.
- Coordinate additional green infrastructure projects throughout south central Pennsylvania, as assigned, including management of project tasks, contracts, budgets, workloads and grantor reporting obligations. Ensure project deliverables are successfully met.
- Assist with securing project funding through private, foundation, state, federal, and other grant programs to expand the impact of Pennsylvania-based green infrastructure projects.
- Support the implementation of green infrastructure projects from concept to completion, including landowner engagement, contractor facilitation, planning, and ensuring long term success.
- As appropriate, participate in internal teams catered toward organization-wide programmatic work.
- Assist with office administrative tasks and other tasks as assigned.

### **Minimum Qualifications & Experience:**

- Bachelor's degree in landscape architecture, environmental planning, community engagement, natural resources, environmental science, or a related field.

- 2+ years work experience in the environmental sector, which may include internships. An advanced degree in a related field may substitute for one year of professional experience.
- Experience working with stakeholders in urban stormwater green infrastructure, including residents, community groups, local government entities, engineers, or others.
- Understanding green infrastructure best management practice design and installation considerations in suburban and urban environments.
- Excellent written and verbal communication skills.
- Excellent time management skills, attention to detail and the ability to manage the tasks of the job itself through balancing needs, and prioritizing tasks when appropriate.
- Problem-solver, objective decision maker.
- Ability to perform the duties described in this job description at a highly effective level.
- 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.
- Experience with Google Workspace, and Microsoft Office.
- Passionate about the Alliance's mission, its programs, and individual projects.

**Additional Desirable Expertise, Interests, and Skills:**

- Plant identification, particularly native and invasive species common in urban PA ecosystems.
- Experience with Adobe Creative Suite and basic graphic design elements.
- Knowledge and use of a variety of social media platforms and basic Wordpress management.
- Experience with ESRI ArcMap 10.1+, including map production and managing spatial data.
- Understanding of stormwater permitting requirements for PA local government entities.
- Experience writing newsletters, press releases, articles, or other outreach materials.
- Familiarity with the City of Lancaster, including local community groups and government.
- Bilingual (English and Spanish) is a plus.

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](http://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 Coordinator will report directly to the Pennsylvania State Director, with additional oversight provided by the Green Infrastructure Program Director.

**Hours and Location:** The Coordinator is based at the Alliance's Lancaster, Pennsylvania Office with some ability to work from home. Some night and weekend work may be required. Travel throughout the Chesapeake Bay watershed is needed at times. The position is full-time (40 hours per week).

**Salary:** \$45,000+. Competitive benefits are available.

**Application:** Please email your cover letter, resumé, and list of 3 professional references to [careers@allianceforthebay.org](mailto:careers@allianceforthebay.org) no later than **Monday, July 19, 2021**. Indicate "Pennsylvania Green Infrastructure Projects Coordinator" in the email subject line. No telephone inquiries, please.