

Position Announcement: Assistant Partnership Coordinator

JBO Conservation, LLC is seeking a part-time Assistant Partnership Coordinator. The position offers the opportunity to work directly with a wide range of conservation, restoration, and community partners to create solutions that achieve environmental objectives, while also meeting community needs. The Assistant Partnership Coordinator position is currently being offered as a 3-4 month, non-staff, part-time position. A successful candidate may have the potential to transition to a permanent, full-time position.

About JBO Conservation

Founded in 2015, JBO Conservation works to identify and carry out collaborative solutions for the benefit of wildlife, the environment, and communities. By building, facilitating, and advising longer-term multi-stakeholder collaborations and short-term catalytic engagements, JBO brings different groups of people and sectors together to solve shared environmental challenges with a focus on enhancing and maintaining wildlife habitat and healthy waters and finding the overlap between community needs and conservation. JBO routinely works with regional and local nonprofits, federal and state agencies, private landowners and communities, and scientific collaborations to clearly define the challenges faced and develop locally-driven, regionally-informed solutions. JBO has helped develop and/or lead collaborative initiatives for the Smithsonian Institution, NOAA, Chesapeake Conservancy, and U.S. Endowment for Forestry.

Job Description

This position would work directly with the Founder and Principal of JBO Conservation to assist with the coordination and advancement of the Envision the Choptank partnership and the Middle Chesapeake Sentinel Landscape partnership. There is also potential for the position to assist with other, shorter-term projects and contribute to the development of new projects and grant proposals, as applicable.

[Envision the Choptank](#) brings together nonprofits, federal and state agencies, local governments, community groups, landowners, Soil Conservation Districts, and more to develop collaborative solutions that meet its mission of *providing swimmable, fishable waters and enhancing the health and productivity of native oysters in a way that best meets the needs of surrounding communities*. The partnership is guided by the [Choptank Common Agenda](#), a strategic plan developed through an extensive stakeholder engagement process. Workgroups, developed to carry out the strategies described in the Agenda, are focused on topics, including overcoming private landowner barriers to implementing agricultural best management practices; increasing local government capacity to address stormwater runoff and flooding; and listening to and engaging disenfranchised communities in actions that meet community needs and environmental objectives.

The [Middle Chesapeake Sentinel Landscape partnership](#) (MCSL) is one of seven Sentinel Landscape partnerships operating across the country. Developed jointly by the U.S. Department of Defense, Department of Agriculture, and Department of the Interior, the Sentinel Landscapes program's mission is to *strengthen military readiness, conserve natural resources, bolster agricultural and forestry economies, and increase climate change readiness*. JBO Conservation is working with the MCSL, which brings together federal and state agencies and other conservation partners, to identify the role(s) the MCSL can play to enhance the collective conservation and restoration effort, ways to adjust the structure of the partnership to inspire action, and opportunities to pilot the strategic roles identified and inspire partner engagement. JBO is also assisting with the on-going coordination of the partnership and advancement of the opportunities developed.

Specific Duties of the Position:

- Meeting preparation and logistics
- Researching issues and topics and synthesizing information; helping to identify and bring in case studies and examples to inform partnerships
- Communication across partnerships (may include writing newsletters, updates to individual workgroups, responding to questions and needs of individual partners), and communication and outreach about the partnership
- Assisting with grant proposal development and grant management
- Helping to carry out/coordinate smaller-scale initiatives developed by the workgroups (e.g. working with universities and communities to develop a watershed-wide data layer of stormwater flooding)
- Initiating engagement with new potential partners and sectors
- Depending on experience, the position will also assist with meeting facilitation and overall coordination of one or more workgroups

Minimum Qualifications:

- Excellent oral and written communication skills
- Capacity to research and synthesize new info quickly and distill what they've learned for others
- Excellent attention to detail and organization
- Ability to work independently and a passion for working with people and the environment
- Ability to work with a broad range of stakeholders and personalities
- Ability to manage multiple projects at once and sufficiently track and record information
- Appreciation for the importance of diverse community engagement
- Patience and a positive attitude
- Basic understanding of environmental issues related to the Chesapeake Bay
- Excellent computer skills, including Microsoft Office Suite
- Bachelor's degree in environmental studies, communications, or other relevant field
- 1+ year relevant professional experience (an advanced degree may substitute for experience)

Desired Qualifications:

- Experience writing grant proposals
- Experience working with a broad range of stakeholders
- Experience working with multi-sector partnerships or teams
- Experience managing multiple projects at once
- Experience developing and putting new systems in place
- Familiarity with ArcGIS and ArcGIS online

JBO Conservation encourages applicants from all races, cultures, colors, religions, sexes, sexual orientations, gender identities and expressions, national or regional origins, ages, marital status, disability status, and veteran status. JBO recognizes the value of diversity and that each applicant for this role will bring unique skills, knowledge, expression, and background to this position.

Hours/Location: The position is currently offered as a 3-4 month, non-staff, part-time position. A successful candidate may have the potential to transition to a permanent, full-time position. Much of the work can be done remotely. The position must be available to attend in-person meetings (as COVID-19 restrictions allow) on the Eastern Shore of Maryland at least twice a month and occasional meetings in Annapolis, Southern Maryland, and Delaware.

Application: Applications will be accepted on a rolling basis. Application review will begin on July 2, 2021. To apply, please submit a cover letter and resume to Joanna@Jboconservation.com. Indicate "Assistant Partnership Coordinator" in the email subject line. Qualified applicants will be contacted to schedule an interview. If you meet more than 75% of the Minimum Qualifications of this description, we encourage you to apply.