



Job Title: Program Coordinator

Position Description

The **Chesapeake Bay Trust (the Trust)** seeks a qualified candidate to serve as Program Coordinator for the Education and Outreach Department. The Program Coordinator is responsible for leading three mini grant programs within the Education and Outreach portfolio, supporting the Chesapeake Conservation Corps program, and supporting existing and new programs as they are developed. This person will be a key member of a twenty-two person staff. This is a full-time salary position (40 hours per week) that requires periodic evening and weekend work. The Program Coordinator will report directly to the Program Manager.

About the Trust

The Chesapeake Bay Trust seeks to engage and empower diverse groups to take actions that enrich the natural resources and local communities of the Chesapeake Bay region. The Trust is a non-profit grant-making organization established by state government in 1985. The Trust makes approximately 400 grants per year ranging from \$100 to \$200,000 for projects in the K-12 environmental education, on-the-ground restoration, science, and community engagement realms. In the past decade, the Trust has increased its grant-making four-fold through new partnerships, with current annual grant-making of approximately \$11 million.

Position Responsibilities

The person(s) in this position will spend approximately 60% of their time managing three mini grant programs within the Education and Outreach portfolio, specifically Environmental Education, Oyster Innovation, and Urban Agriculture; approximately 30% of their time assisting with the delivery of the Chesapeake Conservation Corps including but not limited to managing the Corps Mini Grant Program, All-Hands on Deck competition, and social media accounts; and approximately 10% of their time supporting the Trust in other avenues of work. Specific duties include:

- Managing all aspects of program implementation for three mini grant programs Environmental Education, Oyster Innovation, and Urban Agriculture including but not limited to:
 - Finalizing the Request for Proposals
 - Advertising the grant program
 - Providing technical assistance or connecting applicants with technical assistance
 - Proactively identifying potential applicants in underserved communities who may not have heard about the opportunity
 - Implementing a grant proposal review stage informed by the Trust's existing Technical Review Committee process to recommend proposals for funding
 - Preparing awards for decision by the Trust's Board of Trustees
 - Preparing award agreements
 - Managing grant awards up to \$10,000 in funding including status and expense report review, award revision requests, and final report/close-out.
- Support the Program Manager with the delivery of the Chesapeake Conservation Corps program including but not limited to:
 - Managing the Corps Mini Grant Program including finalizing the Request for Proposals, providing technical assistance, grant review, and report compliance.
 - Managing the Corps All-Hands on Deck competition including finalizing the Request for Proposals, providing technical assistance, proposal review, and attending the events of the selected proposals.
 - Managing the Corps Social Media Accounts (Facebook, Instagram, Twitter) and communications (blogs and other stories)
 - Managing the launch of the Corps Alumni Association and supporting the Corps Alumni Association once established
 - Assisting the Program Manager advertising and recruitment for the Corps Program with a specific emphasis on increasing diversity
 - Assisting the Program Manager with the design and delivery of the Corps Orientation and Trainings each year
 - Assisting with quarterly report compliance
- Other projects and duties as assigned.

Skills and Qualifications

- Proficiency in the Microsoft Office suite of programs (especially Word, Excel, and PowerPoint) - required.
- Ability to tackle multiple tasks in a timely and effective manner - required.
- Excellent organizational skills and attention to detail - required. The right candidate must be exceptionally thorough, and detail orientated.
- Ability to work both independently and in team settings in an office environment - required. Note that our staff is working remotely with limited access to the office as needed.
- Excellent written and oral communication skills - required.
- Bachelor's degree - preferred
- An interest or demonstrated experience with outreach, community engagement, and/or education; particularly working with diverse groups of people.
- An interest or demonstrated experience in environmental justice and community health issues - preferred.
- Experience with at least one database that illustrates ability to learn - preferred, but not

required.

- Personal vehicle and valid driver's license required to facilitate site visit travel.

Salary

The Chesapeake Bay Trust benchmarks its salaries using a number of resources, but most predominantly the Council on Foundations (COF). The 2019 COF salary survey identifies the range of \$40,000 to \$44,000 for similar positions at grant-making organizations of our size. The Trust also offers an excellent benefits package, professional development opportunities, and opportunities for advancement.

How to Apply

Please submit a resume and cover letter via email to shiggins@cbtrust.org and place "Program Coordinator-Your Last Name" in the subject line of the email. The cover letter must address how your skills and experience are specifically relevant to the job description and duties of this specific opportunity, rather than serving simply as description of your previous positions or experience. Please explain why you are interested in this position specifically and what makes you a good fit. The application submission process is open until October 1st, 2021.

The Chesapeake Bay Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age or disability in accordance with applicable federal, state and local laws. We encourage applications from people of color.