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Visit our website at: [allianceforthebay.org](http://allianceforthebay.org)*

## Position Announcement: **Pennsylvania Projects Associate**

### **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. The Pennsylvania office is focused on the Susquehanna River and Potomac River Basins in Pennsylvania and New York.

### **Job Description:**

This position will support the Pennsylvania office on a wide range of community outreach projects and events, volunteer engagement activities, and administrative duties. These roles require strong organizational and time management skills, careful attention to detail, the ability to form strong relationships and work collaboratively with a variety of audiences. This position will work with a variety of stakeholder groups at volunteer and community events.

### **Specific Duties of this Position:**

- Collaborate with other Pennsylvania-based staff in volunteer and community engagement efforts related to green infrastructure, tree planting / maintenance, project clean stream, and other public-facing projects.
- Engage with and coordinate volunteers before, during, and following events.
- Aligned with organizational efforts, support volunteer recruitment and retention.
- Support event planning and coordination and planning of Pennsylvania-based events.
- Maintain Pennsylvania volunteer database and communication efforts in line with HQ efforts.
- Assist with outreach efforts, including delivering professional and public presentations.
- Provide a support role in various workgroups, collaboratives, and partnerships.
- Assist with grant and other fundraising efforts led by Pennsylvania-based Alliance staff.
- Maintain office administrative needs, such as technical issues, mailings, etc

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

- Bachelor's degree in an environmental, communications, or other relevant field.
- 1+ year relevant professional experience (an advanced degree in a relevant field may substitute for professional experience).
- Experience in volunteer coordination or leading members of the public in environmental education activities.
- Experience working with a variety of stakeholders in the professional setting, such as: government agencies, elected officials, businesses, private landowners, academic institutions, local and regional watershed or conservation groups, or others.
- Ability to work independently on multiple projects with minimal supervision as well as provide a supporting role as part of a team.
- Effective technical writing skills and strong communication skills.
- Quick learner, well-organized, possess strong attention to detail, and excellent time management skills.
- Basic understanding of environmental issues related to natural resources, local waterways and the Chesapeake Bay.

- Software proficiency desired: Google Drive Suite and basic Microsoft Office; Adobe CS 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 at least 75% of the qualifications of this description, we encourage you to submit an application.

**Supervision:** The Pennsylvania Projects Associate will report directly to the Pennsylvania State Director.

**Hours and Location:** The Pennsylvania Projects Associate will be based at the Alliance's Lancaster, Pennsylvania office. Some night and weekend work may be required. Travel throughout the Chesapeake Bay watershed is needed at times. The position advertised is full-time (40 hours per week).

The Alliance will require the successful applicant to submit proof of vaccination and booster against COVID-19 (or proof of a qualifying federal exemption) prior to the candidate's first day as an Alliance employee. This is not required at time of application.

**Salary:** \$42,500+, commensurate with experience. Competitive benefits (health, dental, and vision insurance, 403b retirement fund, life insurance, etc) are available.

**Application:** Please email your cover letter, résumé, and list of 3 professional references to [careers@allianceforthebay.org](mailto:careers@allianceforthebay.org) no later than **Sunday, March 27, 2022**. Indicate "Pennsylvania Projects Associate" in the email subject line. No telephone inquiries, please.