

## **Job Announcement**

### Chesapeake Stormwater Network

**Title:** Stormwater Coordinator

**Category:** Full-Time Position

**Location:** Hybrid; 22 West Padonia Rd, Suite C-348, Timonium, MD, 21093

#### **Overview:**

The Chesapeake Stormwater Network (CSN, [www.chesapeakestormwater.net](http://www.chesapeakestormwater.net)) is seeking a motivated, and well-organized individual with good communication skills to join our team. Founded in 2009, CSN is an independent 501(c)(3) nonprofit organization whose mission is to promote more sustainable, resilient, and equitable stormwater management across the Chesapeake Bay Watershed.

CSN supports and connects a growing network of design professionals, regulators, policy makers, researchers, and other stakeholders to advance the practice of stormwater management. CSN provides innovative training and technical resources designed to meet the needs of the diverse communities across the watershed. CSN also serves as the stormwater technical coordinator for the EPA Chesapeake Bay Program partnership. As a small non-profit, CSN will provide the right candidate with the flexibility and opportunity to grow into a prominent role within the organization.

**Duties\*:** The selected candidate for the CSN Stormwater Coordinator position will assist the Executive Director with executing both core programs and several administrative tasks. The following provides some specific responsibilities that are likely to be assigned to the person carrying out this position.

- Help plan and execute virtual and on-site workshops, forums and Bay-wide stormwater retreats to engage stormwater practitioners in the restoration of the Chesapeake Bay.
- Work with CSN's Executive Director and other stormwater partners to evaluate new data and the latest research to recommend updates to regional stormwater technical and policy resources, such as Chesapeake Bay Stormwater Best Management Practice (BMP) Expert Panel Reports and guidance on climate-resilient stormwater design.
- Assist in the execution of CSN's Chesapeake Urban Stormwater Professionals (CUSP) training program. This will include evaluating participant feedback, refining course materials, tracking participant data, and teaching virtual courses.
- Maintain and grow our network of stormwater professionals by managing and tracking CSN's core communication efforts. This includes writing our monthly e-newsletter (the Stormwater Scoop) and working with CSN's web contractor to update and maintain our website as the key resource for Bay stormwater professionals.

- Manage CSN's webinar series to train stormwater practitioners on effective ways to restore the Bay. This includes identifying interesting and useful topics, advertising to our network, and working with guest speakers to host the webinar.
- Provide administrative and meeting support, including for meetings of the CSN Board of Directors, and meetings of the Urban Stormwater Workgroup, which is the body that makes stormwater policy decisions for the Chesapeake Bay partnership.

\* Some of these functions might be performed by CSN support staff and/or technical service consultants under the direct supervision of the stormwater coordinator.

**Key Skills & Qualifications:** The ideal candidate for the position should have a strong desire to work with science and policy related to Chesapeake Bay stormwater and watershed management programs and have the qualifications and interests noted below. However, we encourage applicants to apply even if they do not meet all of these criteria. We welcome inclusion of nontraditional or nonformal education and experiences, volunteer, and lived experience that contributes to your fit for the position:

- A Bachelor's degree in natural resources, biology, environmental sciences, hydrology, civil/environmental engineering, or related field, and at least one to two years of experience working on stormwater issues in the Bay watershed. M.S. degree in a related field a plus.
- Effective technical/scientific writing skills, as relevant to the preparation of technical policy reports, scientific summary reports, and factsheets.
- Experience and comfort with producing content for newsletters and web-based communications.
- Familiarity with using hybrid meeting technologies such as video conferencing (Zoom).
- Proficiency with collaborative office tools (G-suite, Microsoft, etc.) website building (Wordpress), social media, and financial software are a plus.
- The employee must be willing to travel overnight in the Chesapeake Bay watershed to participate in stormwater training events.
- A keen interest and/or knowledge in urban stormwater and how practices can help restore the water quality in headwater streams and the Chesapeake Bay.
- Good communication and speaking skills as it relates to interacting directly with partners and stakeholders during workshops and webinars.
- Ability to communicate consistently and effectively with staff, supervisors, and members of the network.
- Ability to work independently, remotely, and be highly organized and productive.

**Salary & Benefits:** The annual salary for this position will begin at \$50,000. CSN also offers a generous benefits package, including paid vacation, sick, and personal leave; health, dental, and life insurance; and a biannual retirement bonus. CSN is also highly

supportive of our staff's professional development, and annual funding will be provided to support attendance to relevant conferences, trainings, etc.

**Work Environment:** CSN's office is located in Timonium, MD, but hybrid work is encouraged for staff, as desired.

**Application Process:** All candidates must apply by e-mail only to Wood.CSN@outlook.com. Your application packet must include a cover letter, resume and three professional references, including their names, affiliations, telephone numbers, and e-mail addresses.

**Closing Date:** For best consideration, applications will be accepted through **January 31, 2023**. The position will remain open until filled.

### ***CSN Commitment to Diversity and Inclusion***

The Chesapeake Stormwater Network was founded on the idea that meaningful partnership, collaboration, and innovation can lead to more sustainable, resilient, and equitable stormwater management. We believe that the strength of any collaborative network lies in the diversity of the people and ideas that give it life, and that meaningful environmental outcomes are only achieved when rooted in equitable and inclusive processes. CSN is fully committed to ensuring that diversity, equity, and inclusion are at the center of our organizational culture, goals, policies, and program delivery.

The Network follows an "equal opportunity" policy and promotes the treatment of every employee with dignity, respect, and fairness. As an equal opportunity employer, we endeavor to take all employment actions strictly on the basis of job-related criteria in accordance with all local, state, and federal equal employment opportunity laws. All employment actions will be taken without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, marital status or ancestry. In addition, we will not tolerate any form of discrimination or any other proscribed activity by any person.

CSN's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs.