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Position Announcement: **Green Infrastructure Projects Coordinator**

About the Alliance:
The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization whose vision is clean water and resilient landscapes, cared for by all the people who live, work, and play in the Chesapeake Bay watershed; and whose mission is to restore the lands and waters of the Chesapeake Bay watershed. The Alliance was founded in 1971 and has offices in Annapolis, MD; Lancaster, PA; Washington, D.C.; and Richmond, VA.

Job Description: The Green Infrastructure Projects Coordinator is a full-time position that supports the implementation of urban green infrastructure projects, with a primary focus on the Alliance's RiverSmart Communities program in partnership with the DC Department of Energy and Environment. Based out of the Alliance's DC Regional Office, this role involves coordinating project construction and activities, engaging directly with community members and partners, and supporting various events and outreach efforts. The ideal candidate will have experience in landscape design or horticulture, project management, and stormwater in urban settings. Strong organizational and communication skills are essential, along with a passion for developing innovative solutions, fostering partnerships, and contributing to future project development. Some fieldwork is required.

Specific Duties of the Position:
- Programmatic coordination and grant administration support for RiverSmart Communities activities, including timely communication with landowners and project partners, project tracking and reporting, and ensuring upkeep of project documentation.
- Review applications, conduct site visits and inspections, create urban green infrastructure best management practice site designs, and oversight of construction throughout the District.
- Lead various education and outreach efforts, including in-person (tabling, presentations, volunteer coordination, etc.), as well as across various media outlets such as blog posts, newsletter articles, social media posts, and more.
- Coordinate various Green Infrastructure grant management tasks, including components of project development, contracts, budgets, and grantor reporting obligations. Ensures project deliverables and deadlines are successfully met.
- Participate in Alliance strategic planning efforts, internal committees, and problem-solving oriented teams as assigned. Contributes to the Alliance's various Green Infrastructure Program efforts.
- Support other projects and grant tasks, as assigned.

Qualifications & Experience:
- Bachelor's degree in landscape design, landscape architecture, horticulture, environmental science, natural resource management, or relevant field. *Candidates with alternative education, but with extensive relevant professional experience, will also be considered.*
- 2+ years relevant professional experience (which may include internships) related to the tasks of this position. A Master's degree may be substituted for 1 year of experience.
- Knowledge of horticulture or plant identification of the DC region.
- Experience with landscape design or construction management. Knowledge of green infrastructure residential best management practices (rain gardens, rain barrels, permeable pavers, and conservation landscaping) is a plus.
- Organizational and prioritization skills: Ability to manage, prioritize, and meet deadlines for multiple tasks with attention to detail.

- Ability to provide customer service and enforce project boundaries when needed.
- Software experience in Google Drive Suite, basic Microsoft Office, and Adobe Creative Cloud.
- Strong communication, facilitation, and collaboration skills, internally as part of a team and also with external audiences.
- Written communication skills for online communication, marketing, blogs, etc.
- Quick learner, willingness to learn and adapt to project needs as they evolve/grow.

Supervision: The Green Infrastructure Projects Coordinator reports directly to the Green Infrastructure Projects Manager (DC-based).

Hours and Location: The Green Infrastructure Projects Coordinator will be based at the Alliance's Washington, DC Office. This position requires travel, primarily to sites across the DC metro area. Occasional night and weekend work is required. Travel throughout the Chesapeake Bay watershed is needed at times. The position is full-time (40 hours per week) with a hybrid work schedule (remote and in person responsibilities). Access to a car or public transportation will be imperative.

Salary: $50,000 - $56,000, commensurate with experience. Competitive benefits include: health, dental, and vision insurance, 403b retirement fund, life insurance, professional development opportunities, vacation, sick, and holiday and other leave, and more.

Application: The information listed below should be emailed to careers@allianceforthebay.org no later than May 4, 2025. Indicate Green Infrastructure Projects Coordinator in the email subject line. No telephone inquiries, please.

- Your resume, and a cover letter with a written response to the following prompts:
    - Describe your experience in landscape plant design, including how you would incorporate or manage native, non-native, or invasive plants. If applicable, please include a sample.
    - Describe your experience with green infrastructure project installation, site assessments, or construction project management for installations such as rain gardens, rain barrels, permeable pavers, and conservation landscaping.

- A list of 3 professional references and their contact information.