Maryland Coastal Bays Program

Job Announcement: Program Coordinator

Location: Berlin, MD

Announcement:
The Maryland Coastal Bays Program (MCBP) is a non-profit 501 (C)(3) organization dedicated to the conservation and protection of the waters and landscape surrounding Maryland's Coastal Bays. As one of 28 National Estuary Programs throughout the country, MCBP relies on a broad partnership of individuals, organizations, and agencies, representing numerous stakeholders and interested parties.

About the Position: The Program Coordinator is a full-time, in-person position whose responsibility is to track and manage implementation projects that are the responsibility of the program listed in the Comprehensive Conservation and Management Plan (CCMP). This position serves under the supervision of the Executive Director as the link between the MCBP and the partnership within the watershed. The primary focus of this position is to coordinate reporting of MCBP activities to EPA and other federal, state, and local agencies. This position will also support program development, budgeting, grant acquisition, in-house coordination, and outreach activities. MCBP is interested in interviewing individuals with a general knowledge of watershed science and the organizational and technical skills required for planning, writing, budgeting and implementing activities pertaining to watershed management, public outreach, and development.

The ideal candidate should have a broad understanding of watershed ecology, from both the land and bays perspective, and have a well-developed understanding of the science that drives good resource management. The Program Coordinator develops operational plans for CCMP objectives and tracks and reports their progress. This position has significant grant writing and grant administration responsibilities and may oversee contractors and/or an employee.

Compensation: Salary is dependent upon experience. This position is eligible for enrollment in an employee funded 403b retirement plan and health care programs. The position will receive holiday, vacation, personal and sick leave.

How to Apply: To apply for this position please submit a cover letter stating your qualifications and interest along with a resume as a **single PDF** to Rene' Schoellkopf at rschoellkopf@mdcoastalbays.org. References will be required upon request. Applications will be accepted until 5:00 PM on Wednesday, December 10th, 2025. **Incomplete or late applications submitted will not be considered for this position.**

All qualified applicants will receive consideration without regard to race, color, national origin, sex, religion, age, disability, political belief, sexual orientation, gender identity, veteran or military status, genetic information and marital or familial status.

The Maryland Coastal Bays Program is an equal opportunity employer