



Position Description

Job Title: Outreach Coordinator

Reports To: Director of Conservation & Restoration

Supervises: None

Status: Employee, Full-time, Exempt

Organizational Background: Interfaith Partners for the Chesapeake (IPC) works to inspire and equip people of faith to honor, protect, and restore our shared watershed. Since 2010, IPC has engaged over 1,300 congregations in place-based, community-focused environmental restoration and stewardship. IPC works with congregations throughout Maryland, including the Eastern Shore, as well as south-central Pennsylvania. Visit www.InterfaithChesapeake.org to learn more.

Location: This position is a hybrid-remote position involving regular travel to project locations and events for outreach and stakeholder engagement in Baltimore City, Baltimore County, and Harford County. IPC has office space in Annapolis (7 Willow Street, Annapolis, MD 21401; currently this office space is not ADA-accessible) and staff are encouraged to work in the office one day each week on Tuesdays. A computer, cell phone stipend, and peripherals will be provided to the employee to facilitate remote work. Reliable internet at the home office and reliable transportation must be provided by the employee.

Roles and Responsibilities: The Outreach Coordinator position will conduct hands-on outreach to diverse interfaith communities for conservation and restoration projects in support of IPC's mission to restore and protect the Chesapeake Bay's lands and waters. The coordinator will educate and provide resources to faith communities through online and in-person outreach/engagement about IPC's restoration programs involving: (1) watershed restoration and conservation needs assessment, (2) coordination of all stages of watershed restoration projects including site assessment, types of best management practices, project installation, and maintenance with the help of technical partners, and (3) environmental stewardship and volunteer activities. Outreach efforts involve attending community and interfaith religious events and coordinating with other nonprofit and governmental partners in the One Water Partnership. As such, the Outreach Coordinator will be required to work during non-business hours involving weekend or evening outreach events.

Outreach and Engagement of Partners – 90%

- Cultivate relationships with congregations, individuals, local nonprofit and governmental partners in Baltimore City, Baltimore County, and Harford County with flexibility to assist other regions as needed.
- Prepare and deliver presentations and educational workshops for congregations on topics related to environmental restoration and stormwater management.
- Maintain regular communication with partners, facilitate meetings, and coordinate collaborative events for the community.
- Manage restoration projects in collaboration with congregations and technical partners.
- Contribute to leadership development programs like Faithful Green Leaders Training and Learning Labs.
- With the support of the Director of Conservation and Restoration, develop and execute outreach plans to achieve program recruitment goals.
- Represent IPC at environmental and faith-based events.
- Prepare and distribute digital and printed promotional materials.
- Track recruitment and engagement metrics using databases such as Airtable and NationBuilder for grant reports.

Other Duties – 10%

- Participate in regular staff retreats, team building activities, and board meetings.
- Assist with fundraising efforts, events, and other duties as assigned.

Position Requirements:

- College degree required.
- Experience with watershed restoration and conservation practices.
- Ability to work on evenings or weekends since outreach activities may occur during non-business hours.
- Demonstrated ability to manage multiple projects simultaneously.
- Highly organized with excellent attention to detail.
- Strong verbal and written communication skills.
- Proven ability to mobilize people, facilitate groups, and build goal-oriented communities.
- Commitment to IPC's Board Resolution "Ensuring Diversity, Equity, and Inclusion in All That We Do."
- Demonstrated expertise in Microsoft Word, Excel, PowerPoint, Adobe Acrobat Pro, and Google Suite. Experience with NationBuilder (or other CRM), Airtable, Zoom (as a technical facilitator), Canva, and/or basic website upkeep experience is a plus.
- Comfortable learning new software platforms, databases.
- Willingness to learn new skills and independently troubleshoot problems.
- A passion and motivation to inspire people of faith to respond to environmental challenges.

Compensation: \$43,000 - \$46,000 starting annual salary. Includes paid vacation and holidays, medical and dental benefits (employer and employee cost-share), and a monthly cell phone stipend for use of personal cell phone. Work-related travel beyond the office is reimbursed at the prevailing IRS reimbursement rate.

How to Apply: IPC is an equal opportunity employer. All applicants will be considered for employment without attention to race, ethnicity, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. In our effort to promote diversity in all aspects of our mission, we strongly encourage persons of under-represented races, religions, and cultures to apply. For more information, email Alex Lowe, Director of Conservation and Restoration, at alex@interfaithchesapeake.org.

Please upload ALL of the following required documents to our online portal at <https://airtable.com/apph20LLo7OXFZV6t/shrCC1iExiQnFj52Q>

This can also be accessed by visiting us online at www.InterfaithChesapeake.org/jobs. Note that we **ONLY** accept applications via our online portal.

1. Cover letter, summarizing your career progression and why you are interested in this position at IPC
2. Resume
3. Three (3) references

Resumes will be collected until the position is filled, but we encourage applications to be submitted by Sunday, November 15th, 2026. We plan for the new hire to begin working in January 2027.