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Visit our website at: allianceforthebay.org*

Position Announcement: **Virginia Green Infrastructure Projects Coordinator**

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.

Job Description:

The Virginia Green Infrastructure Projects Coordinator will work on a variety of urban stormwater green infrastructure and community engagement projects in the City of Richmond and throughout central and southern Virginia. The position is full-time, working under supervision of the Virginia Green Infrastructure Projects Manager, with additional oversight provided by the Green Infrastructure Program Director. This role requires coordination with and the ability to form strong relationships with community groups, local officials, volunteers, and other stakeholder projects. The Projects Coordinator will begin working on existing projects and will work alongside the Projects Manager to identify new project opportunities to continue to expand green infrastructure work throughout the region.

Specific Duties of the Position:

- Work on existing green infrastructure projects within the greater Richmond area focused on urban stormwater management and community engagement.
- Coordinate additional green infrastructure projects throughout Virginia, as assigned, including supporting the completion of project tasks, contracts and budget review, and grantor reporting obligations. Ensure project deliverables are successfully met.
- Lead volunteer and other community engagement activities.
- Support external communications related to project activities across the broader Green Infrastructure Program at the Alliance.
- Assist with securing project funding through private, foundation, state, federal, and other grant programs to expand the impact of Virginia-based green infrastructure projects.
- Support the implementation of green infrastructure projects from concept to completion, including landowner engagement, contractor facilitation, planning, and ensuring long term success.
- As appropriate, participate in internal teams catered toward organization-wide programmatic work.
- Assist with office administrative tasks and other tasks as assigned.

Desired Qualifications & Experience:

- Bachelor's degree in landscape architecture, environmental planning, community engagement, natural resources, environmental science, or a related field.
- 2+ years work experience in the environmental sector, which may include internships. An advanced degree in a related field may substitute for one year of professional experience.
- Experience working with and building partnerships with stakeholders in urban stormwater green infrastructure, including residents, community groups, volunteers, local government entities, engineers, or others.

- Knowledge of RVAH2O and Richmond's Clean Water Plan. Experience working directly with the City of Richmond is a plus.
- Understanding stormwater management and green infrastructure best management practice design and installation considerations in urban and suburban environments. Chesapeake Bay Landscape Professional certified or similar is a plus.
- Excellent written and verbal communication skills. Experience producing effective communications materials, including web content, graphics, and presentations is a plus.
- Quick learner, well-organized, possess strong attention to detail, and excellent time management skills.
- Ability to work in the field, comfortable working individually, with groups, and outdoors.
- Ability to work efficiently while remote, independently on multiple projects, as well as part of a team.
- Experience with Google Workspace, and Microsoft Office. Experience with Adobe Creative Cloud and/or ESRI ArcGIS is a plus.
- Basic understanding of environmental issues related to local waterways and the Chesapeake Bay.
- Passionate about the Alliance's mission, its programs, and individual projects.

Supervision: The Virginia Green Infrastructure Projects Coordinator will report directly to the Virginia Green Infrastructure Projects Manager.

Hours and Location: The Virginia Green Infrastructure Projects Coordinator will be based at the Alliance's Richmond, VA Office. Some night and weekend work may be required. Occasional 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, Benefits, and Commitment to Diversity: \$45,000-\$50,000, commensurate with experience. Competitive benefits are available. Visit the Alliance's [website](#) to learn more about our benefits, compensation, and commitment to diversity as it relates to this position.

Application: Please email your cover letter, résumé, and list of 2 professional references (including the skills in which they may reference) to careers@allianceforthebay.org no later than **Monday, July 4, 2022**. Indicate "Virginia Green Infrastructure Projects Coordinator" in the email subject line. No telephone inquiries, please.