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Visit our website at: [allianceforthebay.org](http://allianceforthebay.org)*

## Position Announcement: **DC Green Infrastructure Projects Assistant**

### **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 DC Green Infrastructure Projects Assistant is a full-time entry level position that assists in the completion of various programmatic tasks, predominantly supporting the [Alliance's RiverSmart Homes](#) projects in partnership with the DC Department of Energy and Environment. The successful candidate will actively engage with various stakeholders, work cooperatively with their team to complete field work, complete administrative responsibilities, and more.

### **Specific Duties of the Position:**

- Support review of green infrastructure project designs, associated application forms, and compiling and updating spreadsheets and other paperwork.
- Maintain data, tracking systems, and files related to projects.
- Support homeowners with green infrastructure projects, including: timely communication, answering questions and providing relevant information, project tracking, facilitating site visits and appointments, and ensuring necessary site information is obtained.
- Independently conduct field work in DC, including inspections and performing percolation tests.
- Assist with various education and outreach efforts, including in-person as well as across various media outlets such as blog posts, newsletter articles, social media posts, and more.
- Assist in the development of grant applications and partnerships that enable the Alliance to meet its Strategic Goals through the Green Infrastructure Program.
- Participate in Alliance strategic planning efforts, internal committees, and problem-solving oriented teams as assigned. Contribute to the Alliance's various Green Infrastructure Program team efforts.
- Manage office administrative tasks and other tasks, as assigned.

### **Minimum Qualifications & Experience:**

- One or more of the following:
  - Completion of a green infrastructure training certification program (such as NGICP or CBLP);
  - Experience in green infrastructure installation, landscaping, or green infrastructure / environmental education; or a
  - Bachelor's degree in environmental studies, ecology, natural resources, conservation landscaping, or other relevant field.
- Strong computer skills including ability to manage databases and tracking spreadsheets.
- Ability to work in the field, lift 25 lbs, do some physical labor (such as digging for percolation tests), and use of a personal vehicle within and around DC. The Alliance provides travel expense reimbursement.
- Basic understanding of residential green infrastructure stormwater best management practices.
- Strong communications skills, internally as part of a team and also with external audiences.

- Great time management skills, including the ability to effectively prioritize tasks.
- Problem-solver, objective decision maker.
- Spanish Language proficiency is a plus.

If you meet at least 75% of the qualifications of this description, we encourage you to submit an application. The Alliance for the Chesapeake Bay offers a family friendly, flexible work environment. We are committed to building a diverse team and strongly encourage candidates from all backgrounds to apply.

The Alliance aspires to be an inclusive multicultural organization that celebrates the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs. We are committed to ensuring diversity and inclusion remain integral to our organizational structure, policies, board of directors, staff, strategic goals, grants, partnerships and program delivery. The Alliance believes a broad base of participation and partners reflecting all of society is needed to be successful in the Chesapeake Bay Watershed restoration effort. Visit [www.allianceforthebay.org/DEI](http://www.allianceforthebay.org/DEI) to learn more. .

**Supervision:** The DC Green Infrastructure Projects Assistant reports directly to the Green Infrastructure Projects Manager.

**Hours and Location:** The DC Green Infrastructure Projects Assistant will be based at the Alliance's Washington DC Office. This position requires travel, primarily to sites across the DC metro area. Some night and weekend work is required. Occasional travel throughout the Chesapeake Bay watershed is needed at times. The position is full-time (40 hours per week). Some remote work options may be available.

**Salary & Benefits:** \$40,000 - \$45,000, 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:** Applications should be emailed to [careers@allianceforthebay.org](mailto:careers@allianceforthebay.org) no later than **January 14, 2024**. Indicate "DC Green Infrastructure Projects Assistant" in the email subject line. No telephone inquiries please. Your application should include the following:

- Your resume
- A written response to the following two prompts (one paragraph, max, each):
  1. Describe your experience with green infrastructure, landscaping, or environmental education, or other relevant areas.
  2. Describe your work style.
- A list of 2 professional references.