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## Position Announcement: **Local Government 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 Local Government Projects Coordinator independently manages the work plan of the Chesapeake Bay Program's Local Leadership Workgroup (LLWG). The Workgroup is tasked with continually increasing the knowledge and capacity of local officials on issues related to water resources and in the implementation of economic and policy incentives that will support local conservation actions. The Coordinator works under the direction of the Local Government Initiative Director at the Alliance.

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

- Coordinates the LLWG and implements the LLWG workplan:
  - Measures progress towards meeting the Local Leadership Outcome
  - Builds partnerships with LLWG members and other key stakeholders
  - Collaborates with local government associations and other trusted sources to deliver educational content, including panel discussions, webinars, blog posts and more.
  - Cultivates peer to peer learning opportunities.
  - Represent the LLWG within the Chesapeake Bay Program Partnership
  - Assists the Strategic Engagement Team with local government engagement, including 'translation' of technical materials into language that resonates with local officials
  - Serves as technical lead on projects, as assigned
- Leads implementation of grant-related deliverables, including collaborating with project partners, project planning, procurement, local elected official engagement and more.
- Oversees some components of project management, including budgets. As delegated, ensures timely payments, invoices, reimbursements, and reporting on associated projects is maintained.
- Prepares internal and external communication (meeting notices, presentations, blog posts etc)
- Participates in Alliance strategic planning efforts and internal teams as assigned. Contributes to the Alliance's Stewardship and Engagement Team.
- Provides event support, meeting coordination, and other administrative assistance as needed.

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

- Bachelor's degree in natural resources, environmental science, public policy or a relevant field. Candidates with alternative education, but with extensive relevant professional experience, will also be considered.
- 4+ years relevant professional experience or 3+ years experience at the Alliance (an advanced degree in a relevant field may substitute for one year of professional experience).
- Passionate about the organization's mission, its programs, and individual projects.

- Excellent time management skills, including balancing needs and prioritizing tasks
- Demonstrated leadership qualities and facilitation skills in various capacities.
- Experience successfully working with various stakeholders and cultivating partnerships
- Strong communications skills, internally as part of a team and also with external audiences.
- Experience in project management and grant writing is a plus.

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.

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. If you meet at least 75% of the qualifications of this description, we encourage you to submit an application.

**Supervision:** The Local Government Projects Coordinator reports directly to the Local Government Initiative Director.

**Hours and Location:** The Local Government Projects Coordinator can be based out of any of the Alliance's offices (Annapolis, MD, Lancaster, PA, Washington, D.C., and Richmond, VA) and allows for a hybrid schedule. This position requires travel throughout the Chesapeake Bay watershed. The position is full-time (40 hours per week).

**Salary & Benefits:** \$60,000 - \$65,000, 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](mailto:Careers@allianceforthebay.org) no later than **February 11, 2024**. Indicate "Local Government Projects Coordinator" in the email subject line. No telephone inquiries please.

1. Your resume
2. A written response to the following prompts:
  - Describe your experience working with local governments in watershed restoration, stormwater, reforestation or similar efforts.
  - Describe your experience coordinating projects, meetings and/or events.
3. A list of 2 professional references, affiliation, and their contact information.