

Job Announcement

Chesapeake Stormwater Network

Title: Education and Training Coordinator

Category: Full-Time Position

Location: Hybrid; 22 West Padonia Rd, Suite C-348, Timonium, MD, 21093

Organization Overview:

The Chesapeake Stormwater Network (CSN, www.chesapeakestormwater.net) is seeking a motivated, and well-organized individual with good communication skills to join our team. Founded in 2009, CSN is an independent 501(c)(3) nonprofit organization, driven by our mission to promote sustainable, resilient, and equitable stormwater management across the Chesapeake Bay watershed by elevating cutting-edge approaches and connecting a diverse network of stormwater professionals.

Since its founding, CSN has been among the region's leaders for innovative training and technical resources designed to meet the needs of engineers, regulators, students, and community-based organizations working to reduce flooding and protect local streams and rivers. CSN has served for over 12 years as the stormwater lead for the EPA's Chesapeake Bay Program Partnership, positioning the organization to effectively communicate the latest science and tools to a broad audience of stakeholders. With a small, staff-friendly environment, CSN will provide the right candidate with the flexibility and opportunity to grow into a prominent role within the organization.

Position Description:

CSN has committed to promote the development of the next generation of stormwater professionals through foundational training programs and the development of career pipelines, as well as to deliver innovative training and capacity building resources for existing stormwater professionals. While CSN has long been at the forefront of new developments in the science and practice of stormwater management, we are seeking an experienced professional with a background in education and/or professional development to help refresh our core training programs and grow new partnerships. The selected candidate for the CSN Education and Training Coordinator position will:

- Lead the execution of CSN's core Chesapeake Urban Stormwater Professionals (CUSP) training program. This will include evaluating participant feedback, refining course materials, tracking participant data, and teaching virtual courses.
- Assist in the development of new CUSP programs, including an innovative CUSP-Climate course, designed to provide training and certificates to stormwater, flood mitigation, and emergency response professionals on the latest climate projections for the Chesapeake Bay region, how to assess vulnerabilities to stormwater assets, and the latest in climate-resilient design adaptations for stormwater infrastructure.

- Manage CSN's annual webinar series by identifying interesting and useful topics, recruiting speakers, advertising to our network, and facilitating the webinars.
- Stay up to date on pedagogical best practices to evaluate and improve the delivery of CSN content to ensure programs are engaging, impactful, and effectively reaching diverse audiences.
- Establish and grow partnerships with local colleges and universities, with an emphasis on Historically Black Colleges and Universities (HBCUs) and Minority Serving Institutions (MSIs). Through these relationships, provide programming directly to future stormwater professionals and strengthen career pipelines.
- Collaborate with the Executive Director to develop a menu of specific training “packages” that will serve as the core offerings for CSN on-site and virtual training programs, and work to promote these offerings to CSN’s network.
- Organize and plan a series of 3-4 annual training workshops (on-site or virtual) with CSN partners and network members.

Key Skills & Qualifications: The ideal candidate for the position should have a background in education and/or professional development along with a strong desire to work with science and policy related to Chesapeake Bay stormwater and watershed management programs. A background in stormwater management, environmental science and/or watershed restoration is not required, as the Education and Training Coordinator will be supported by the Executive Director, Program Coordinator, and network members in the development of technical content. We welcome inclusion of nontraditional or nonformal education and experiences, volunteer, and lived experience that contributes to your fit for the position:

- Bachelor’s degree in education, environmental sciences, civil/environmental engineering, or other relevant field.
- Two to three years of experience providing formal or informal education. Teaching, professional development, or coordinating training programs are all relevant (online or in-person).
- Understanding of pedagogy, and the ability to effectively translate technical information to a range of audiences and experience levels.
- Familiarity with using hybrid meeting technologies such as video conferencing (Zoom), as well as online Learning Management Systems (Moodle).
- Proficiency with collaborative office tools (G-suite, Microsoft, etc.) website building (Wordpress), and social media, are a plus.
- The employee must be willing to travel overnight in the Chesapeake Bay watershed to participate in stormwater training events.
- A keen interest in urban stormwater and how practices can help restore the water quality in headwater streams and the Chesapeake Bay.
- Ability to communicate consistently and effectively with staff, supervisors, and members of the network.

- Ability to work independently, remotely, and be highly organized and productive.

Salary & Benefits: The annual salary for this position will begin at \$60,000. CSN also offers a generous benefits package, including flexible paid vacation, sick, and personal leave; health, dental, vision, and life insurance; and a biannual retirement bonus. CSN is also highly supportive of our staff's professional development, and annual funding will be provided to support attendance to relevant conferences, trainings, etc.

Work Environment: CSN's office is located in Timonium, MD, but it is anticipated that this position will be hybrid, with most work taking place remotely. The successful candidate will be required to travel to in-person training events around the Chesapeake Bay watershed, and may be asked to occasionally report to the CSN office.

Application Process: All candidates must apply by e-mail only to Wood.CSN@outlook.com. Your application packet must include a cover letter, resume and three professional references, including their names, affiliations, telephone numbers, and e-mail addresses.

Closing Date: For best consideration, applications will be accepted through **July 31, 2024**. The position will remain open until filled.

CSN Commitment to Diversity and Inclusion

The Chesapeake Stormwater Network was founded on the idea that meaningful partnership, collaboration, and innovation can lead to more sustainable, resilient, and equitable stormwater management. We believe that the strength of any collaborative network lies in the diversity of the people and ideas that give it life, and that meaningful environmental outcomes are only achieved when rooted in equitable and inclusive processes. CSN is fully committed to ensuring that diversity, equity, and inclusion are at the center of our organizational culture, goals, policies, and program delivery.

The Network follows an "equal opportunity" policy and promotes the treatment of every employee with dignity, respect, and fairness. As an equal opportunity employer, we endeavor to take all employment actions strictly on the basis of job-related criteria in accordance with all local, state, and federal equal employment opportunity laws. All employment actions will be taken without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, marital status or ancestry. In addition, we will not tolerate any form of discrimination or any other proscribed activity by any person.

CSN's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs.