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Visit our website at: allianceforthebay.org

Position Announcement: **Green Infrastructure Projects Assistant**

About the Alliance:

The [Alliance for the Chesapeake Bay](http://allianceforthebay.org) (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:

Under the direction and training of the Green Infrastructure Projects Manager, the Green Infrastructure Projects Assistant supports the completion of various programmatic tasks, predominantly supporting the [Alliance's RiverSmart Homes](#) Permeable Surfaces and Rain Barrels projects in partnership with the DC Department of Energy and Environment. The position further supports various events and communications efforts based out of our DC Regional Office, to include Spanish translations and communications. The ideal candidate will be bilingual, possess strong organizational skills, excellent communication capabilities, a foundational understanding of environmental considerations in urban settings, and a desire to develop innovative solutions, partnership relationships, and future projects.

Specific Duties of this Position:

- Administrative and programmatic support for green infrastructure projects, including timely communication with homeowners and project partners, project and inventory tracking and reporting, facilitating site visits and appointments, and ensuring upkeep of project documentation.
- Review homeowner applications and site designs, and conduct site visits and inspections throughout the District.
- Assist with various education and outreach efforts, including in-person English and/or Spanish engagement (tabling, presentations, volunteer coordination, etc.), as well as across various media outlets such as blog posts, newsletter articles, social media posts, and more.
- Assist with the creation and/or Spanish translation of digital and print communications materials for DC office projects and events. Ensure all translations and interpretations are factually accurate.
- Assist in the development of grant applications and partnerships that enable the Alliance to meet its Strategic Goals through the Green Infrastructure Program and other DC-based efforts.
- Participate in Alliance strategic planning efforts, internal committees, and problem-solving oriented teams as assigned. Contribute to the Alliance's various Green Infrastructure & DC team efforts.
- Support other projects and grant tasks, as assigned.

Minimum Qualifications & Desired Experience:

- *Spanish Language fluency*, ability to accurately translate documents and provide in person interpretation
- 0+ years relevant professional experience in related field(s).
- *Organizational and prioritization skills*: Ability to manage, prioritize and meet deadlines for multiple tasks with attention to detail.
- *Strong verbal and written communication skills* (online communication, marketing, blogs, etc.)

- *Basic understanding of environmental issues* related to local waterways and Washington, DC. Knowledge of green infrastructure residential best management practices (rain gardens, rain barrels, permeable pavers, and conservation landscaping) is a plus.
- *Quick learner, willingness to learn and adapt* to project needs as they evolve/grow.
- *Ability to provide customer service* and enforce project boundaries when needed.
- *Some software experience* in Google Drive Suite, basic Microsoft Office; or Adobe Creative Suite

The Alliance 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. We believe 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 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: This position reports directly to the Green Infrastructure Projects Manager.

Hours and Location: The 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. Occasional night and weekend work is required. Travel throughout the Chesapeake Bay watershed is needed at times. The position is full-time (40 hours per week) with a hybrid work schedule (remote and in person responsibilities). Access to a car or public transportation will be imperative.

Salary & Benefits: \$43,000 - \$48,000, commensurate with experience. Competitive benefits include: Sick leave, health, dental, and vision insurance, 403b retirement fund, family leave, 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 no later than **November 10, 2024**. Indicate "Green Infrastructure Projects Assistant" in the email subject line. No telephone inquiries please.

- Your resume
- A written response to the following prompts (300 words maximum)
 1. Describe your experience juggling multiple projects at once and how you prioritize tasks in those situations.
 2. Describe your experience, and role, in working in a team.
 3. Describe your experience related to putting together written or visual communications. If applicable, please include a sample.
- A list of 2 professional references.