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

## Position Announcement: **DC Projects Associate**

### **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. Staff in the DC office focus on implementing our programs (green infrastructure, forests, agriculture, stewardship & engagement) within the District of Columbia and across the DC metropolitan region.

### **Job Description:**

The DC Projects Associate job is a full-time position that will assist in programmatic work, involving field work within and around DC. Part of the position will be assisting the water monitoring program in the DC Metro Region. The position will also work with the District of Columbia's RiverSmart Homes Rain Barrel program, a residential reduced-cost stormwater retention program administered by the Alliance, that installs practices that capture stormwater runoff primarily on private properties across DC. These roles require strong organizational and time management skills, the ability to form strong relationships and work in partnership with a variety of audiences, as well as careful attention to detail. While the position will assist with existing projects, the Alliance seeks out applicants who will excel in developing innovative solutions, partnerships, and projects of their own.

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

- Provide administrative and homeowner/partner/funder communication support across multiple projects.
- Support project implementation, to include project assignments; contractor training and communication; rebate application reviews; material deliveries, inventory, and distribution; associated data and tracking forms; sign installation coordination; and other paperwork, project facilitation and inspections.
- Conduct field work including monitoring multiple sites in DC on a monthly basis - take field measurements, collect lab samples and coordinate drop off with the Anacostia RiverKeeper lab. Involves transporting monitoring equipment and some physical labor.
- Assist in project or data tracking, scheduling, and invoicing.
- Facilitate education and outreach efforts for Alliance program areas including volunteer engagement, coordination, and partnership building.
  - Volunteer recruitment for participation in water quality monitoring projects.
  - Assist with the summer DC bacteria monitoring program by coordinating volunteers at multiple Potomac River sites. If volunteers are not available, monitor those sites.
  - Develop and deliver presentations and workshops to the general public. Including assisting with new and recertification monitor trainings for volunteers.
- Assist with content creation and delivery across various media outlets such as newsletter additions, blog posts, news articles, social media posts, and short blurbs.
- Encourage and engage in new partnerships, grant opportunities, and other means broadening the Alliance's impact across the DC metropolitan region.

- As appropriate, participate in internal teams catered toward planning broader organization-wide programmatic work.
- Manage office administrative tasks and other tasks as assigned.

**Minimum Qualifications & Experience:**

- Bachelor's degree in environmental science, environmental studies, water quality, biology, communications, public relations or a related field.
- 1+ year relevant professional, volunteer, or field experience (an advanced degree in a relevant field may substitute for one year of professional experience).
- Exceptional written and verbal interpersonal communication skills.
- Basic understanding of environmental issues related to local waterways and the Chesapeake Bay.
- Ability to work in the field, comfortable working individually, with groups, and outdoors.
- Ability to work independently on multiple projects as well as part of a team.
- Quick learner, well-organized, possess strong attention to detail, and excellent time management skills.
- A valid driver's license with the ability to transport equipment within and around DC.
- Basic understanding of stream chemistry and water quality monitoring indicators is a plus.
- Knowledge of green infrastructure residential best management practices (rain gardens, rain barrels, permeable pavers, and conservation landscaping) is a plus.
- Software proficiency desired: Google Drive Suite, basic Microsoft Office; Adobe.

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 more than 75% of the qualifications of this description, we encourage you to submit an application.

**Supervision:** The DC Projects Associate will report directly to the DC Regional Director. Additional oversight will be provided by the Water Quality Monitoring Initiative Director.

**Hours and Location:** The DC Projects Associate will be based at the Alliance's Washington DC Office. Some night and weekend work may be required. 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 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:** \$42,500+, commensurate with experience. Competitive benefits are available.

**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](mailto:careers@allianceforthebay.org) no later than **Monday, January 17, 2022**. Indicate "Posting 2 - DC Projects Associate" in the email subject line. No telephone inquiries, please.