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

## Position Announcement: **Citizens Advisory Committee Project 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.

### **Job Description:**

(80%-90% of time) Under direction of the CAC Coordinator / Community Leadership Initiative Director, the Citizens Advisory Committee Project Associate supports the Alliance's coordination of the [Chesapeake Bay Program's Citizens Advisory Committee](#) (CAC), which consists of 28 appointed committee volunteers from across the Chesapeake Bay watershed. Tasks include, but are not limited to, meeting logistics, assistance to CAC members, programmatic support, and grant implementation / project management tasks as assigned.

(10%-20% of time) The position will also provide facilities, administrative and event coordination support for Richmond, VA office under the direction of the VA State Director.

### **Specific Duties of this Position:**

- Provides administrative and programmatic support in CAC grant implementation, including:
  - Follows Alliance procurement guidelines in securing meeting facilities, overnight rooms, and meal arrangements
  - Organizes logistics and provides event and member support for 2-day quarterly meetings
  - Assists in the coordination and member support of CAC Leadership and Subcommittees
  - Represents the Alliance and the CAC at select Chesapeake Bay Program workgroups
  - Additional tasks to enhance the committees' role in the Chesapeake Bay Program as needed
- Provides administrative and programmatic support for CAC grant project management, including:
  - Maintains and distributes accurate members lists, meeting materials and minutes, and member resources
  - Assists in ensuring timely payments, invoices, reimbursements, and reporting
  - Updates and maintains CAC related web pages
  - Ensures accurate and timely communications with CAC members
- Provides assistance in office/facilities management, as delegated by the VA State Director
- Assists support to the VA State Director, as needed
- Provides VA event support, meeting coordination, and other administrative assistance as appropriate.
- As appropriate, participate in internal teams catered toward planning broader organization-wide programmatic work.

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

- Bachelor's degree in communications, administration, environmental science, or other relevant field.
- 1+ years relevant professional experience (which may include internships) with administrative tasks, meeting planning, or similar, especially in a nonprofit or other environment interfacing with a variety of stakeholders.
- Experience working with volunteers, especially in a professional board setting, is a plus

- Excellent time management and organizational skills: Ability to manage, prioritize and meet deadlines for multiple tasks with attention to detail
- Highly effective interpersonal skills: Strong verbal and written communication skills
- Creative and collaborative problem solving: Balance between objectivity and compassion
- Adaptive in a dynamic work environment: Ability to take initiative to complete tasks independently and fulfill shared responsibilities as part of a team
- Software proficiency desired: Google Drive Suite, basic Microsoft Office, including PowerPoint, Adobe; Survey Monkey, Doodle Poll Scheduling and MailChimp a plus
- Passionate about the organization's mission with a basic understanding of environmental issues related to natural resources and local waterways

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:** This position reports directly to the CAC Coordinator/Community Leadership Initiative Director. Additional oversight will be provided by the Virginia State Director.

**Hours and Location:** This position is based at the Alliance's Richmond, Virginia Office with ability to occasionally work from home. Travel within the multi-state Chesapeake Bay watershed is necessary, including overnight travel for 2-day CAC quarterly meetings. The position advertised is full-time (40 hours per week).

The Alliance will require the successful applicant to submit proof of vaccination and booster 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:** \$45,000+, commensurate with experience. Competitive benefits (health, dental, and vision insurance, 403b retirement fund, life insurance, etc) are available.

**Application:** Please email your cover letter, résumé, and list of 3 professional references to [careers@allianceforthebay.org](mailto:careers@allianceforthebay.org) no later than **Sunday, April 3, 2022**. Indicate "Citizens Advisory Committee Project Associate" in the email subject line. No telephone inquiries, please.