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Visit our website at: allianceforthebay.org*

Position Announcement: **Local Government 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.

Job Description:

Under direction of the Local Government Initiative Director, the Local Government Projects Associate supports the Alliance's coordination of the Chesapeake Bay Program's (CBP) [Local Government Advisory Committee](#) (LGAC), which consists of appointed local elected officials from across the Chesapeake Bay watershed. Tasks include, but are not limited to, meeting logistics, assistance to LGAC members, communications efforts, programmatic and equitable engagement support, and grant implementation / project management tasks as assigned.

Specific Duties of this Position:

- Administrative and programmatic support for LGAC-grant project management, including:
 - Leads the logistical coordination of 2-day LGAC meetings four times per year including but not limited to:
 - Organizing and facilitating virtual and hybrid meeting logistics
 - Securing meeting facilities, overnight rooms, and meal arrangements
 - Providing event, technical, and member support
 - Organizes hybrid meeting logistics
 - Follows Alliance procurement guidelines in securing meeting facilities, overnight rooms, and meal arrangements as assigned
 - Provides support to LGAC members as needed
 - Maintains and ensures the accessibility of LGAC databases, meeting materials, meeting minutes, and member resources
 - Assists in timely processing of payments, invoices, reimbursements, and other financial reporting
 - Ensures accurate and timely email communications with LGAC members
- Outreach and Communications
 - Updates and maintains LGAC-related web pages on the Alliance and CBP websites
 - Develops the bi-monthly resource-based local government newsletter: Watershed Currents. Includes content, design and construction of newsletter format, dissemination to appropriate audiences.
 - Creates/manages content that emphasizes and highlights the role of local government within the Chesapeake Bay watershed for the Alliance and CBP websites and other relevant publications
- Equitable Engagement
 - Participates in CBP Diversity Workgroup and any DEI/J (diversity equity inclusion and justice) strategy-related meetings to represent local government towards meeting Bay Program DEI/J goals and efforts

Minimum Qualifications & Desired Experience:

- 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.
- 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
- Software and technology proficiency desired: GSuite, Microsoft Office, Adobe, Zoom, OWL Labs, meeting scheduling tools and MailChimp 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 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 Local Government Initiative Director.

Hours and Location: This position has the option of predominantly remote after a period of in-person training at the Alliance's Annapolis, Maryland Office. There is an option of being based at one of the other Alliance offices depending on the situation. Travel within the multi-state Chesapeake Bay watershed is necessary, including overnight travel for 2-day LGAC 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: \$50,000 - \$54,000, commensurate with experience. Competitive benefits (health, dental, and vision insurance, 403b retirement fund, life insurance, professional development opportunities, staff appreciation holidays, etc) are available.

Application: The information listed below should be emailed to Careers@allianceforthebay.org no later than **December 18, 2022**. Indicate "Local Government Team Project Associate" in the email subject line. No telephone inquiries please.

- Your resume
- A written response to the following prompts:
 1. Describe your experience organizing meetings.
 2. Describe your experience, and role, in working in a team.
 3. Describe your experience related to putting together communications-related projects. If applicable, please include a writing sample.
- A list of 3 professional references.