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Position Announcement: **Forests Projects Specialist (Pennsylvania)**

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:

The Forests Projects Specialist is a full-time position working under supervision of the Senior Forests Projects Manager. The Specialist leads the operation of the new Pennsylvania Woodland Resilience Enhancement Network (PWREN), a collaborative statewide project between the Alliance and the Pennsylvania Department of Conservation and Natural Resources (DCNR) focused on cost-shared implementation of forest management activities to enhance forest resilience. The Specialist further provides strategic support for the Alliance's broader Forests Program efforts. The position is based in the Lancaster, PA office or may be full-time remote, with occasional in-person meetings and field visits required.

Specific Duties of the Position:

- Work with Alliance Forests and DCNR Bureau of Forestry staff to establish and implement PWREN.
- Coordinate PWREN activities with DCNR staff, forest landowners, contractors, and other project stakeholders. Maintain procedures, communication, stakeholder coordination, and data management components of the project.
- Support the Alliance's overall Forests Program strategic efforts:
 - As guided by the Senior Forests Projects Manager and Forests Program Director, pursue additional funding that enables the Forests Program to contribute to Alliance Strategic Goals. This may include leading and collaborating in multiple, varied, successful grant proposals.
 - Participate in Alliance strategic planning efforts, internal committees, and problem-solving oriented teams as assigned.
- Oversee components of project management, including contracting, data management, and grant management. Ensure that timely payments, invoices, reimbursements, and reporting to funders on associated projects is maintained.
- Participate in and lead various outreach efforts including presentations, events, and similar activities.
- The Specialist may provide oversight to Forests team staff focused on associated tasks throughout Pennsylvania and, at times, in other watershed geographies.

Qualifications:

- Bachelor's degree in forestry, natural resources, environmental science or a relevant field. A Master's degree may be substituted for 1 year of experience. Candidates with alternative education, but with extensive relevant professional experience, will also be considered.
- 4+ years of professional experience associated with forest management planning and other duties described above.
- Technical knowledge of tree identification, forest health assessment, and forest management best practices.
- Strong data management skills and attention to detail.
- Experience successfully working with landowners and contractors in forest management.

- Strong communications skills, internally as part of a team and also with external audiences.
- Experience working with federal government grants is a plus, but not required.
- Independent problem-solver, objective decision maker. Comfortable working remotely.
- Experience working in forest management or related fields specifically in Pennsylvania is a plus.

Supervision: The Forests Projects Specialist reports directly to the Senior Forests Projects Manager.

Hours and Location: The Forests Projects Specialist may be based out of the Lancaster, PA office, though fully remote candidates will also be considered for the position. If fully remote, some meetings and field visits will be necessary, so occasional travel to Pennsylvania is expected. Some night and weekend work may be required, and travel throughout the Chesapeake Bay watershed is needed at times. The position is full-time (40 hours per week).

Salary & Benefits: \$62,500 - \$70,000, commensurate with experience. Competitive benefits include: health, dental, and vision insurance, 403b retirement fund, life insurance, professional development opportunities, vacation, sick, and holiday and other leave, and more.

Application Questions: The information listed below should be emailed to Careers@allianceforthebay.org no later than **July 13, 2025**. Indicate "Forests Projects Specialist (PA)" in the email subject line. No telephone inquiries please.

- Your resume
- A Please address the following in your cover letter that address the following questions:
 1. Describe your experience coordinating natural resources projects with partner organizations (state, federal, local governments, non-governmental organizations, contractors, etc)
 2. Describe your experience in forest stewardship
 3. Describe your experience managing budgets and project data
- A list of 3 professional references