The Alliance is an Equal Opportunity Employer.
Visit our website at: allianceforthebay.org

Position Announcement: **New York Agriculture Projects Coordinator**

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 New York Agriculture Projects Coordinator is a fast-paced full-time position that will work on agriculture conservation, water quality improvement, and climate smart practices. The Coordinator will be a dynamic and charismatic leader with strong interpersonal skills, capable of confidently steering projects and can take decisive actions. This position will engage directly with local conservation organizations, corporate partners, technical service providers, and farmers. In addition, this position will provide strategic support for the Alliance's broader Agriculture Program efforts.

Substantial fieldwork is necessary, and, thus, field-savviness is integral to this position. The Coordinator is a remote-based position located in the Finger Lakes region or in the Southern Tier part of the state.

Specific Duties of the Position:
- Coordinate planning and implementation of agriculture BMPs on farms in the Finger Lakes, Southern Tier and Central New York, and Northern Pennsylvania.
  - Conduct farmer outreach within Alliance-corporate partnership frameworks.
  - Be the primary point of contact for a rolling portfolio of 25-30 concurrently running farm projects.
  - Provide direct on-site farm support as needed, variable from week to week.
  - Build and maintain relationships with farmers, partner organizations, technical service providers, contractors, and federal and state agencies (Soil and Water Conservation Districts, NRCS).
  - Ensures that payments, invoices, procurement and contracting, reimbursements, reporting , and other similar tasks are completed on time.
- Support the Alliance's overall Agriculture Program strategic efforts:
  - Support funding securing efforts that enables the Alliance to meet its Strategic Goals through the Agriculture Program. Includes leading and collaborating in multiple, varied, successful grant proposals.
  - Participate in Alliance strategic planning efforts, internal teams as assigned.
  - Support external facing communications efforts to engage the Alliance's diverse audiences.
- Provide event support, meeting coordination, and other administrative assistance as appropriate.

Qualifications & Experience:
- Bachelor's degree in agricultural science, natural resources management, biology, environmental science, or other 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.
- 2+ years relevant professional (which may include internships) directly within the relevant geographic area and related to the tasks of this position.
- Experience providing direct supervision in the professional setting is a plus but not required.

- Experience successfully working with farmers or landowners in agricultural conservation.
- Working technical knowledge of agricultural BMPs and climate smart practices .
- Excellent communications skills, internally as part of a team and also with external audiences.
- Great time management skills, ability to effectively prioritize tasks and projects.
- Confident and compelling communication style.
- Problem-solver, objective decision maker.
- Comfortable working remotely and independently.

Supervision: The Coordinator reports directly to the Senior Agriculture Projects Manager

Hours and Location: The NY Agriculture Projects Coordinator is a remote-based position located in the Finger Lakes region or in the Southern Tier part of the state. This position requires travel, primarily to sites across the Finger Lakes, Southern Tier and Central NY, and Northern PA, but occasionally to other parts of the Chesapeake Bay watershed, including to the Alliance's Lancaster, PA Office. Some night and weekend work is required. The position is full-time (40 hours per week).

Salary & Benefits: $52,000 - $58,000, exempt. 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. The salary listed is an annual rate. This position has a 18-month term with the opportunity to transition to a permanent role based on funding availability and performance.

Application: The information listed below should be emailed to Careers@allianceforthebay.org. Indicate "New York Agriculture Projects Coordinator" in the email subject line. No telephone inquiries please.

- Your resume
- A written response (2 pages total, max) to the following prompts:
    1. What excites you most about this position?
    2. What is your experience working in the field of Agriculture, specifically in NY?
    3. What strategies will you use to manage up to 30 farm projects concurrently?
- A list of 3 professional references.