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Visit our website at: allianceforthebay.org*

Position Announcement: **Capacity Building 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 Capacity Building Projects Coordinator is a critical role in advancing the Alliance's collegiate partnerships and workforce development efforts. The successful candidate will build upon the Alliance's well established programming with Historically Black Colleges and Universities (HBCUs), Minority Serving Institutions (MSIs), and other institutions across the watershed. The Coordinator will also lead college and recent graduate interns through an established curriculum and help assess and advance workforce development opportunities for the Alliance.

This position has a 18-month term (July 1, 2026 through December 31, 2027) with the opportunity to transition to a permanent role based on funding availability and performance.

Specific Duties of the Position:

- Coordinate with university partners to develop and carry out student conferences, seminars, and professional development opportunities that align with entering the green jobs workforce.
- Lead interns through environmental education workshops, training, and capstone projects. Develop intern curriculums and act as the interns' direct supervisor.
- Provide event and meeting coordination, environmental education, and project administration.
- Liaise with university faculty and staff, to include facilitating steering committees, project concepts, and new partnerships. Travel to university campuses and project sites is expected.
- Collaborate on projects that intersect university / institution partnerships with Alliance programs.
- Support and pursue various workforce development opportunities across the Alliance. Work on cross-collaborative efforts with the Alliance's various Program and Initiative teams.
- Support various grant efforts, including project creation, grant applications, and management of existing project contracts, budgets, workloads, and reports. Ensure project deliverables are achieved.
- Assist in the marketing of this model and exploration of partnership opportunities with universities throughout the Chesapeake Bay watershed.
- Assist on-site field activities as needed. Field saviness and physical mobility is essential.
- Participate in Alliance strategic planning, internal committees, and problem-solving oriented teams as assigned. Contribute to the Alliance's various Stewardship & Engagement Program team efforts.

Minimum Qualifications & Experience:

- Bachelor's Degree in natural resources, environmental studies, education, social sciences, urban planning, or a related field. Candidates with alternative education, but with substantial professional experience, will also be considered.
- 2+ years of professional work experience in environmental, education, or workforce development fields, which may include internships. An advanced degree in a related field may substitute for one year of professional experience.
- Basic understanding of environmental impacts on Chesapeake Bay watershed communities.

- Comfort working in various settings (professional business atmosphere as well as outdoors).
- Confident leading interns and facilitating projects with a diverse set of stakeholders. Experience working with young adults in an academic and/or professional setting is a plus.
- Highly effective written and communication skills.
- Excellent organization and time-management skills. Detail-oriented, flexible, and able to manage multiple projects and tasks.
- Ability to work independently and as part of a team in a self-directed environment.
- Experience giving presentations; and writing newsletters, press releases, or other outreach.
- Grant writing and project management experience is a plus.

Supervision: Capacity Building Projects Coordinator will report to the Community & Culture Director, DC Regional Director.

Hours and Location: This position will be based in central Maryland or in the Washington, D.C. metropolitan area. The Coordinator will have the ability to work remotely regularly while reporting to either the Washington, D.C. or Annapolis, MD office. Some night and weekend work will be required. Regular travel throughout the Chesapeake Bay watershed will be required. Access to a reliable vehicle and drivers license will be required.

This role is full-time through December 31, 2027 at 40 hours per week, with the opportunity to transition to a permanent role based on funding availability and performance.

Salary: \$50,400-\$56,000 annual salary, commensurate with experience. Competitive benefits include: health, dental, and vision insurance; 403b retirement fund; life insurance; professional development opportunities; vacation, sick, holiday, and other leave; and more.

Application: The information listed below should be emailed to careers@allianceforthebay.org no later than **June 7, 2026**.

Indicate "Capacity Building Projects Coordinator" in the email subject line. No telephone inquiries, please.

- Your resume
- A cover letter with written responses to the following prompts:
 - Describe your experience coordinating volunteers, interns, students, or other stakeholders in collaborative project efforts.
 - Describe your experience leading educational events such as webinars, presentations, curricula, hands-on training, etc.
 - Describe your experience working on a project with multiple stakeholders, complex deliverables, or strategic implementation.
- A list of 2 professional references and their contact information.