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

Position Announcement: **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: Under the direction and assistance of the Senior Agriculture Project Manager, the Agriculture Project Coordinator will provide farmer support to the Agriculture team's poultry partnership frameworks. The successful candidate will work directly with a diverse set of project partners on water quality improvement, climate smart practices, farmer engagement, and upland biodiversity efforts. This position will engage directly with local conservation organizations, corporate partners, technical service providers, grantors, 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.

Specific Duties of the Position:

- Coordinate the planning and implementation of agriculture best management practices, primarily focused around south-central Pennsylvania.
  - Conduct farmer outreach within Alliance-corporate partnership frameworks.
  - Be the primary point of contact for a rolling portfolio of 20-40 concurrently running farm projects.
  - Provide direct on-site farm support as needed, variable from week to week.
  - Coordinate biodiversity planting projects, including plan writing, logistics, maintenance, and monitoring
  - Build and maintain relationships with farmers, partner organizations, technical service providers, contractors, and federal and state agencies (Conservation Districts, NRCS, etc).
  - Manage communications between various parties involved in project execution such as procurement, contracting, and project management.
  - Facilitate meetings and attend conferences as appropriate.
  - Oversee some components of project budgets. 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 efforts to secure funding that enables the Alliance to meet its Strategic Goals through the Agriculture Program. Includes leading and collaborating in multiple, varied, successful grant proposals. Ownership of grant management responsibilities as applicable to funding sources.
  - Participate in Alliance strategic planning efforts and internal committees as assigned.
  - Support external-facing communications efforts to engage the Alliance's diverse audiences, including joint communication efforts with corporate partners.

Qualifications & Experience:

- Bachelor's degree in Environmental Studies, Natural Resources Management, Sustainability, Agricultural Production, or related field. Candidates with alternative education, but with relevant professional experience, will also be considered.
- 2+ years of professional experience working with farmers or landowners on agricultural best management practices.
- 2+ years of professional experience in stakeholder engagement and/or partnership development.
- Detail-oriented, organized, and able to manage up to 40 farmer projects concurrently.
- Effective communication skills in one-on-one and group meetings, and responsiveness to email and partner communications.
- Commitment to building relationships with partners and managing project next steps promptly.
- Quick learner, well-organized, possesses strong attention to detail, and excellent time management skills.
- Plant identification experience, preferably native and invasive plants of the mid-Atlantic, strongly preferred

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

Hours and Location: This position will be based in Lancaster County. Travel to farms in the South Central Pennsylvania region will be required. The position will report to the Lancaster, PA office but will have some ability to work from home. Some evening and weekend work may be required. Travel throughout the Chesapeake Bay watershed is needed at times. The position is full-time (40 hours per week).

Salary: $52,000 - $57,000, 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. Indicate "Agriculture Projects Coordinator" in the email subject line. No telephone inquiries, please.

- Your resume, and a cover letter with a written response to the following prompts:
    - Based on your experience and education, describe one of the most pressing issues that farmers face in the mid-Atlantic and how you would propose to address it.
    - Describe an experience in which you applied your knowledge of sustainability or conservation to program development or stakeholder engagement.

- A list of 3 professional references and their contact information.