Watershed Coordinator

About the Organization

The Maryland Coastal Bays Program (MCBP) is a non-profit 501 (C)(3) organization dedicated to the conservation and protection of the waters and surrounding watershed of Maryland’s coastal bays; to enhance their ecological values and sustainable use for both present and future generations.

As one of 28 National Estuary Programs throughout the country, MCBP relies on a broad partnership of individuals, organizations and agencies, representing numerous stakeholders and interested parties. The Foundation Board of Directors and Program Committees convene around the commonly-held goals of improving water quality, restoring habitat, conducting strong science, and encouraging stewardship while promoting our local economy.

Through its programs and staff, the MCBP Partnership undertakes collaborative restoration, research, and education projects in the Assawoman, Isle of Wight, Sinepuxent, Chincoteague, and Newport Bays, and St. Martin River: a dramatic and evolving mid-Atlantic coastline. Our partners include the towns of Ocean City and Berlin, the National Park Service, Worcester County, the U.S. Environmental Protection Agency, and the Maryland Departments of Natural Resources, Agriculture, Environment and Planning.

About the Position

The Watershed Coordinator is a regular full-time position (40 hours) weekly. This position functions as a vital part of our small but hard-working team and provides the lead to the organization’s ongoing watershed planning and coordination activities. Initiative is encouraged and enthusiasm and a positive attitude are a must.

The Watershed Coordinator’s primary responsibility is to coordinate with partner organizations the implementation, tracking, and progress reporting for the MCBP Comprehensive Conservation and Management Plan (CCMP). This position requires an individual with broad watershed science experience, and the technical skills required for planning, implementing and monitoring program activities throughout the watershed.

The Watershed Coordinator has a firm understanding of watershed ecology, both from the land and bays perspective, and works with the Science Coordinator to ensure that the best available science and policy drives plan implementation. The Watershed Coordinator develops operational plans for CCMP objectives, tracks and reports their progress, and coordinates revision as necessary. This Watershed Coordinator has significant grant writing and grant administration responsibilities and may oversee contractors and/or an employee.
Principal Duties and Responsibilities

This position serves under the supervision of the Executive Director as the link between the MCBP and the partnership within the watershed.

Coordinate and provide the program lead for a CCMP Implementation Committee consisting of high-level staff of partner organizations responsible for the implementation of the CCMP. Acts as a liaison between the MCBP and partners in facilitating the tracking of the CCMP accomplishments and milestones.

Work with the Executive Director and other program staff in the development of the annual EPA National Estuary Program (NEP) Work Plan and initiate development of other grant applications relevant to assigned action plans as needed.

Develop progress reports as necessary for program funding agencies, and coordinate data and watershed actions being accomplished by the MCBP partners. This includes development of milestones and tracking water quality, habitat restoration and natural resources leveraging data.

Provide field assistance to the program science team with research related monitoring and data collection as well as project management assistance for habitat restoration goals on MCBP owned or managed properties.

Coordinate the MCBP climate adaptation and resilience activities.

Seek and manage grants related to planning and plan implementation including water quality practices in urban and rural environments. Ensure maximum leverage of financial resources.

Coordinate and provide direction to the Citizen Advisory Committee that in turn functions to assist the MCBP with local citizen input.

Provide assistance with MCBP communications by contributing to newsletters, digital media and public outreach.

To be effective, this position must have the following attributes:

Have in-depth knowledge of their specific area of job responsibility, science subject matter and geographic location as it pertains to the Maryland Coastal Bays and watershed.

Be knowledgeable and able to interact with other agencies and groups related to their assigned responsibilities with the MCBP.

Be effective at communicating with groups of scientists, educators, resource managers, and public representatives, and possess the ability to manage data and information collected from all sources.
The ability to interact with staff (at all levels) with a high degree of professionalism and confidentiality is crucial to this role. Strong written and verbal communication skills and attention to detail are equally important.

**Preferred Attributes for Consideration include:**

- Master’s degree in a natural resource management or environmental planning, science or related field and two years’ natural resource management experience is preferred. A Bachelor’s degree in any of the above disciplines and five years of relevant experience is the minimum requirement.
- Proven track record of grants management and project reporting preferably to a Federal funding agency. Working knowledge of spreadsheet and database management for reporting.
- Demonstrated success in coordinating with multiple agencies to accomplish goals within a comprehensive management plan.
- Experience in leading field data collection and monitoring; implementing water quality and habitat restoration projects.
- Demonstrated proficiency in grant-writing.
- Strong organizational, detail oriented, and multi-tasking skills.
- Understanding of coastal natural resource issues and processes, particularly those that impact local habitat and water quality.
- Excellent oral and written communication skills.
- Proficiency with Office software, especially Word, Excel, Access, PowerPoint, and Adobe or other similar software. Proficiency with GIS applications is a plus.
- Eagerness to continue education through attending workshops, trainings, annual conferences, and independent study.
- A positive attitude and enthusiasm to function as a part of a team.
- Valid driver’s license at time of hiring.

Work is performed under the supervision of the Executive Director. The employee receives general instructions regarding the scope and approach to projects and assignments. This position is subject to the Employee Handbook, Safety Policies, Background Check, Fiscal Policy, and all other MCBP policies. The Executive Director annually reviews employee’s work to ensure that the determinations and decisions made by the employee are in compliance with MCBP’s policies and procedures and review overall performance expectations.

**Physical Demands and Work Environment**

Work is performed in both an office environment and in the field. Field assignments may require bending, climbing, crawling, kneeling, lifting up to 50 pounds, pulling, reaching, sitting, standing, stooping, walking in rough terrain, in-water work, and occasionally contending with adverse weather conditions requiring special clothing and safety precautions.
Compensation:

MCBP classifies the Watershed Coordinator as a Regular Full-Time Employee. The salary is dependent upon experience. The position is eligible for enrollment in MCBP’s retirement program, and will receive holiday, vacation, and sick leave at a prorated rate.

Application Process:

To apply, please submit (mail or email):

1) A cover letter or statement of qualifications and interest and professional resume in one (1) single document sent as a .pdf. The document should also contain three professional references.

The statement of qualifications should describe the applicant’s relevant experience and interest in the position and not exceed one full, single spaced page. Applicants are encouraged to submit any additional information that will assist reviewers in evaluating their qualifications and fit for the position including writing samples, developed curriculum, etc., not to exceed five pages in length. Contact information must include mailing address, phone number and email address. No new information will be accepted after the deadline unless otherwise requested by the MCBP. Incomplete packets will not be considered.

Applications will be accepted until the close of business, 5:00 pm, January 13, 2017.

Please email application materials to MCBP@MDCOASTALBAYS.ORG (Please contact us if you do not receive email confirmation that we have received your application). Applications may also be mailed to:

Attention: Watershed Coordinator Search
Maryland Coastal Bays Program
8219 Stephen Decatur Hwy, Berlin, MD 21811

The MCBP office is a friendly, supportive, and collaborative environment. This position will function as a vital part of our small but hard-working team and provide input to the organization’s ongoing activities. Initiative will be encouraged and enthusiasm and a positive attitude are a must. Applicants with interest and/or experience in natural resource management are encouraged to apply.

All qualified applicants will receive consideration without regard to race, color, national origin, sex, religion, age, disability, political belief, sexual orientation, gender identity, veteran or military status, genetic information and marital or familial status.

*The Maryland Coastal Bays Program is an equal opportunity employer.*