Waterfront Partnership of Baltimore is a 501(c)(3) non-profit that collaborates with our government, business, and community partners to create a clean, green, safe, sustainable, and thriving urban Waterfront for all to enjoy.

The Healthy Harbor Initiative, launched in 2010, aims to make the Baltimore Harbor swimmable and fishable. We engage Baltimore residents and workers in restoring the Harbor through volunteer programs, social media, and events in order to grow a large and vocal base of advocates for a clean and healthy urban ecosystem. Some of our projects include Mr. Trash Wheel, the Great Baltimore Oyster Partnership, Harbor Scholars, and the Floatilla.

GENERAL RESPONSIBILITIES
The Program Manager for the Healthy Harbor Initiative manages Waterfront Partnership’s environmental programs including educational programs, volunteer programs, and corporate engagement programs. The position also acts as staff scientist for the collection and analysis of water quality data and the dissemination of this information via reports, communication with partners, and other media.

The Program Manager works independently and collaboratively with the Healthy Harbor team. The position requires knowledge of the Chesapeake Bay ecosystem, experience developing and implementing volunteer programs for the public, and the ability to understand, analyze, and communicate water quality data. Excellent interpersonal, organizational, and writing skills are required.

PRIMARY RELATIONSHIPS
This position reports to the Director of the Healthy Harbor Initiative. Whenever possible, the position will be provided with a paid intern to assist with program implementation. Internally, the position has primary working relationships with other members of the Healthy Harbor team. Externally, the position coordinates primarily with volunteers from the general public, service providers, and partnering environmental nonprofits and educational institutions.

WORK DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:
- Manage the Great Baltimore Oyster Partnership in partnership with the Chesapeake Bay Foundation (30%)
  - Teach corporate groups, student groups, and other volunteers about the Chesapeake Bay oyster (biology, history, etc.) via presentations and activities in the field
  - Run volunteer oyster gardening events (September thru June)
  - Host creative volunteer appreciation events at waterfront restaurants
  - Maintain professional relationships and coordinate events with corporate groups, nonprofit organizations, and grant makers
• Manage Harbor Scholars in partnership with the Towson University Center for STEM Excellence (30%)
  o Work with partners at Towson University to ensure successful implementation of 5th grade Meaningful Watershed Educational Experience (MWEE) program, including teacher professional development workshops and field trips to the Waterfront
  o Understand the pedagogy of the MWEE model and student-led inquiry
  o Co-facilitate workshops and lead outdoor portions of field trips
  o Support teachers with successful MWEE implementation in their classrooms
  o Maintain professional relationships with program funders and Baltimore City Public Schools

• Conduct water quality monitoring (20%)
  o Collect water quality samples during water sampling season (May – Sept)
  o Communicate with testing facilities to ensure monitoring program meets the needs of the Waterfront Partnership of Baltimore
  o Receive, review, analyze and generally manage all water quality data
  o Provide quantitative and qualitative assessments of water quality data to Healthy Harbor team by creating charts, graphs, and narratives
  o Assist in the production of an annual report on water quality in Baltimore’s streams and Harbor

• Other tasks (20%)
  o Apply for and manage grants for programs that support Healthy Harbor’s mission
  o Assist staff with other major organizational programs as needed (i.e. EcoTours, events)
  o Development and dissemination of programmatic and marketing materials
  o Identification of partnership and funding opportunities to promote relationship building between Waterfront Partnership and other organizations, agencies, and individuals
  o Supporting accurate bookkeeping and documentation of activities

QUALIFICATIONS
• Bachelor’s degree or an equivalent combination of education and experience focused on environmental studies, environmental science, sustainability, or a related field.
• 3 to 5 years relevant work experience required.
• Must be available to work 1-2 Saturdays per month and occasional weekday evenings.
• Some experience with data analysis required.
• Knowledge of or willingness to learn about key water pollution issues impacting the Baltimore Harbor and Chesapeake Bay, water quality science, and oyster biology.
• Comfortable working in a professional office environment as well as at events that take place in all weather conditions and that will likely include exposure to marine animals, algae, mud, litter, and urban waterways.
• Comfortable with public speaking
• Ability to lift and move objects weighing approximately 50 lbs.
• Ability to swim (swimming is not part of the position, but is a risk when working near or on the water)
• Experienced user of Microsoft Office (Power Point, Excel, Word)

COMPENSATION & BENEFITS
This is a full-time position that will begin ASAP. Yearly compensation is $45,000 - $55,000
commensurate with experience. Waterfront Partnership of Baltimore offers excellent benefits including vacation time, 401(k) plan, health insurance, life insurance, long-term disability, short-term disability, and flextime.

**TO APPLY**
To apply please send a cover letter, resume, and three references to Adam Lindquist at Adam@WaterfrontPartnership.org. Be sure to include “Program Manager” in the email’s subject line. Qualified candidates will be contacted for an interview. The position will remain open until filled, however we ask that candidates submit their applications no later than Monday, February 8, 2021. Waterfront Partnership of Baltimore is an equal opportunity employer.