

Open Position Announcement

Chesapeake Bay Program Scientific and Technical Advisory Committee (STAC) Staff

The Chesapeake Research Consortium (CRC; <http://www.chesapeake.org>) seeks an energetic, motivated, and well-organized individual with good communication skills and career interests in environmental science and policy to assist the CRC in coordinating activities of the Chesapeake Bay Program's (CBP) Scientific and Technical Advisory Committee (STAC), including provision of administrative support for the STAC membership and planning, managing, and reporting on various STAC-sponsored activities and workshop groups. STAC staff are employees of the CRC in Edgewater, MD, who work directly with STAC members and provide liaison with the Chesapeake Bay Program Partnership (<http://www.chesapeakebay.net>) in Annapolis.

Since its creation in December 1984, STAC has provided independent scientific and technical advice in various ways, such as (1) preparation of technical reports and white papers (2) provision of scientific reviews of CBP approaches and products, (3) organization and management of technical workshops, and (4) enhancing communication between the scientific community and technical and management teams within the CBP. Through the organizational networks of its 38 members, STAC ensures close cooperation among the various academic institutions and management agencies represented in the Chesapeake Bay watershed to facilitate the application of the best available scientific understanding to Bay restoration efforts. For more information about STAC and recent activities, please visit <http://www.chesapeake.org/stac>.

Candidates for the *open STAC Staff position* should have a strong desire to work with science and policy related to the Chesapeake Bay watershed. Qualified candidates must have the following skills to be successful, and be able to travel within the watershed as required:

- A Bachelor's degree in a relevant field of study – candidates with backgrounds in environmental science, policy, and management fields are especially encouraged;
- Experience with meeting and event planning, including agenda preparation, logistics, technical support, and budget management;
- Demonstrable ability at scientific writing and proofreading, as relevant (for example) to the preparation of technical policy reports, scientific summary reports, and factsheets;
- Strong skills of oral and written communication, administrative organization, and time management;
- Ability to work independently and multitask with minimal supervision;
- Strong sense of responsibility with excellent attention to detail;
- Experience with producing content for various written and web-based communications;
- Proficiency with Microsoft Office (Word, Excel, Powerpoint) and cloud-based communication tools
- Experience with database management is a plus, as well as familiarity with Adobe Acrobat Professional suite, reference management software (e.g., Zotero or EndNote), and content management systems.

The initial annual salary is \$42,000 plus a very competitive benefits package including medical and dental coverage, paid holidays, vacation and sick leave, short-term disability, and a 401K plan.

All application materials should be sent to Rachel Dixon, STAC Coordinator, CRC, at dixonr@chesapeake.org by **May 1, 2019**. Materials should be sent in a single email if possible with separate clearly identified files including a cover letter, resume, list of three references, academic transcripts (unofficial are fine for first submission), and a short writing sample. The cover letter should include information concerning education and professional background as well as immediate and long-term career goals.