

Job Title: Watershed Restoration Coordinator

Location: Berlin, MD

Position Type: Full-Time & Fully Benefitted Position

Salary Range: \$60,000 – \$65,000 annually (commensurate with experience)

Reports To: Executive Director, Maryland Coastal Bays Program

Application Deadline: Friday, August 29, 2025 by 5:00 p.m.

Position Summary:

The Watershed Restoration Coordinator will lead, manage, and coordinate the Newport Bay Watershed Partnership. Newport Bay is one of five targeted watersheds selected as part of the State's Whole Watershed Act. The Newport Bay Partnership is designed to address multiple restoration and conservation benefits, including water quality, public access, wildlife habitat, fisheries habitat, environmental justice and climate resiliency. The Partnership consists of the Maryland Coastal Bays Program, Town of Berlin, Worcester County, Lower Shore Land Trust, and Assateague Coastal Trust. This high-impact role will serve as the point of contact for all planning, stakeholder engagement, interagency coordination, and restoration implementation efforts under the Whole Watershed framework.

The ideal candidate will have a strong background in governmental and community engagement and coordination, watershed science, monitoring and restoration science. The ideal candidate should be able to effectively bridge technical, governmental, and local perspectives to implement a wide range of environmental projects throughout the watershed.

Key Responsibilities:

Project Coordination & Oversight

- Help to develop, coordinate and implement a comprehensive Whole Watershed Plan for Newport Bay.

- Develop and maintain project timelines, budgets, processing invoices and payments and generally ensuring the timely administration of deliverables across multiple projects within the Newport Bay watershed.
- Ensure alignment with goals of the Newport Bay Partnership Team, the State Whole Watershed Management Team, regulatory agencies and local jurisdictions.
- Investigate and develop grant proposals for funding associated with the Whole Watershed initiative in Newport Bay.

Stakeholder Engagement

- Maintain communications and coordination with the Newport Bay Partnership Team, state and federal and local agencies and municipalities, landowners, and community organizations.
- Organize and facilitate stakeholder meetings, public forums, outreach events, and advisory group sessions.

Technical Oversight

- Collaborate with engineers and environmental specialists to complete priority restoration projects and develop implementation strategies and future grant opportunities.
- Oversee and assist with monitoring and adaptive management of restoration projects to ensure ecological goals are met.

Communications & Reporting

- Serve as a public-facing representative for the Maryland Coastal Bays Program and the Newport Bay Whole Watershed Partnership.
- Prepare outreach materials, technical reports, briefings, and updates for the State Whole Watershed Management Team, stakeholders, elected officials, and the public.

Other Duties as Assigned

Qualifications:

Minimum Requirements:

- Bachelor's degree in a relevant field.
- At least 3–5 years of experience in watershed restoration, environmental project management, or a related area.
- Demonstrated experience coordinating complex projects with multiple stakeholders.
- Excellent written and verbal communication skills.

Preferred Qualifications:

- Master's degree in a relevant field.
- Familiarity with The Maryland Coastal Bays community, the restoration framework of the Whole Watershed Act.
- Knowledge of the Newport Bay region and its environmental, agricultural, and socio-economic landscape.

Work Environment & Travel:

- This is a full-time (40 hours), in-person position at the Maryland Coastal Bays Program office in Berlin, Maryland.
- Some fieldwork required in various conditions.
- Travel within the Eastern Shore and, occasionally, to Annapolis or Baltimore for meetings or presentations. If a personal vehicle is used, travel expenses are reimbursed.
- Occasional evening or weekend meetings for community engagement.

Benefits:

This is a full-time, benefited position which includes paid vacation, paid holiday leave, paid personal time, paid sick leave and healthcare assistance.

How to Apply:

Submit a resume, cover letter, and 3 professional references as a **pdf file to :**

Ms. Rene Schoellkopf

Maryland Coastal Bays Program

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