

POSITION ANNOUNCEMENT: Maryland/DC Breeding Bird Atlas Coordinator

From 2020-2024, Maryland and the District of Columbia will undertake the third Breeding Bird Atlas for this area using eBird (www.ebird.org) to collect and update the database. This project will be supported primarily by the Maryland Ornithological Society, Maryland Department of Natural Resources Wildlife and Heritage Service, and Maryland Bird Conservation Partnership and overseen by a Steering Committee with representatives from these and other organizations. The Steering Committee seeks an Atlas Coordinator to play a key role in the development, delivery, and implementation of the Atlas, including day-to-day operations, engaging experienced and novice birders, and ensuring the collection of high-quality data on Maryland and the District of Columbia's breeding birds. Specific job duties are listed below.

Salary: \$41,000 per year plus benefits; full-time position (40 hours per week)

Location: Statewide in Maryland and District of Columbia; office location flexible

Dates of Employment: start date mid-July 2019; 5-year+ project with contract renewed annually

The Maryland-DC Atlas Coordinator will be responsible for the following duties:

1. Oversees the day-to-day implementation of the project by tracking progress on volunteer recruitment and data collection. Identifies coverage issues and sets priorities for coverage as the project progresses.
2. Develops Atlas protocols within the general guidelines and frameworks established by the Steering Committee.
3. Assists with recruiting, coordinating, and guiding project volunteers, including county coordinators, in support of meeting established Atlas objectives.
4. Trains county coordinators and other volunteers in project methodology, including developing and delivering instructional materials. Demonstrates eBird to a variety of technical and nontechnical audiences.
5. Assists with data quality and control as needed, including working with eBird reviewers.
6. Works with eBird team to visualize and summarize Atlas data for a variety of audiences.
7. Reports to the Steering Committee at regular meetings and provides periodic progress reports as needed by funders.
8. Works with the Steering Committee to identify and pursue additional funding opportunities.
9. Assists the Steering Committee and subcommittees with development of field and reporting methodology.
10. Provides outreach for the Atlas consistent with a communications plan, including developing and distributing or presenting outreach and promotional materials through traditional, online, and social media outlets.
11. Assists with summary and dissemination of Atlas results through print and electronic media.
12. Assists with Atlas data collection as needed.

REQUIRED QUALIFICATIONS

- Bachelor's Degree, preferably in the biological sciences, environmental education, or a related field.

- Proven skills in project management and coordination, including ability to prioritize activities, meet timelines, multitask, and delegate tasks as needed.
- Excellent communication skills (written and oral) to clearly articulate vision and plans to diverse technical and nontechnical audiences, and provide effective instruction.
- Strong interpersonal and social skills and a positive attitude.
- Ability to work independently or with minimal supervision.
- Proficiency in Eastern North American bird identification in the field by sight and sound.
- Experience in avian observational and/or survey methods, including proficiency in use of eBird.
- Proficiency in Microsoft Office applications.
- Ability to travel throughout Maryland/DC as needed; must have valid driver's license and use of personal vehicle.

PREFERRED QUALIFICATIONS

- Connections with the birding community, preferably in the U.S. Mid-Atlantic region
- Proficiency with mobile and desktop versions of eBird.
- Familiarity with the status, distribution, and ecology of eastern birds.
- Familiarity with atlasing methodology.
- Experience with ArcMap or related computer mapping applications.
- Strong understanding of the value of and previous experience supporting citizen science projects.

WORKING CONDITIONS/PHYSICAL EFFORT

May travel throughout the state and may work in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances in isolated settings.

TO APPLY:

Applications are due May 31, 2019. Applicants must submit a cover letter describing their qualifications and addressing the Required and Preferred Qualifications listed above. Applicants may also submit a resume or curriculum vitae. Additionally, applicants must provide contact information (including phone numbers and email addresses) for three references who can comment on the applicant's qualifications relevant to this position. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

Application materials should be sent to Robin Todd (president@mdbirds.org) with subject line "MD/DC BBA Coordinator".