



Job Announcement: Urban Waters Specialist

BACKGROUND

Partnership for the Delaware Estuary (PDE) is a nonprofit organization dedicated to protecting and improving the health of the Delaware Estuary, which supplies clean drinking water for millions of people and provides valuable resources for businesses, governments, and communities including those that are overburdened or economically distressed. PDE pursues clean waters, healthy habitats, and strong communities by:

- Leading science-based efforts to prevent pollution, protect wetlands, and restore freshwater mussels and oysters;
- Partnering with government agencies, nonprofits, corporations, and the public to restore the vital waters that nourish our communities; and
- Fostering care and support for the health of the entire estuary through festivals, workshops, river cleanups, and other special events and activities.

GENERAL DESCRIPTION

The Urban Waters Specialist supports the Urban Waters Program Manager by assisting in the implementation of initiatives, programs, and partnerships related to the Delaware River location of the [Urban Water Federal Partnership](#), as well as supporting other outreach-based efforts in urban areas located in the Delaware Estuary. This position helps with project coordination, communication, and administrative duties to further the goals of the Partnership for the Delaware Estuary.

JOB FUNCTIONS

- Project Support
 - Assists in the implementation of community projects, festivals, and workshops.
 - Supports in the preparation of project deliverables, timelines, and monitoring of key metrics.
 - Maintain quality data and assists with data analysis.
 - Assists in organizing and facilitating internal external meetings.
 - Helps maintain project files, calendars, and communications.
- Community Engagement & Partnership Building
 - Helps engage urban communities, particularly underrepresented populations, in water quality understanding and improvement efforts.
 - Collaborates with local organizations, government agencies, and community groups to advance shared goals.
- Organizational Support
 - Serves as an ambassador for PDE and the Delaware Estuary Program.
 - Identifies business opportunities to improve PDE's engagement work.
 - Performs other tasks as assigned.

REQUIRED SKILLS & EXPERIENCE

- Bachelor's degree in environmental science, communications, urban planning, or a related field, or at least 1-2 years of experience in community engagement, environmental advocacy, or related areas.
- An understanding of the challenges faced by urbanized cities along waterways, including stormwater management, pollution, flooding, and erosion, as well as familiarity of potential solutions such as green infrastructure and community engagement efforts.
- Strong communication, organizational, and multitasking skills.
- Demonstrated passion for environmental stewardship and community empowerment.
- Demonstrated experience working with diverse and underrepresented communities.
- Ability to facilitate meetings and engage stakeholders.
- Proficiency in Microsoft Office and video meeting platforms.
- Must be at least 18 years of age with a valid driver's license and consistent access to reliable transportation.

PREFERRED SKILLS & EXPERIENCE

- Experience organizing meetings, events, or conferences.
- Experience with social media.
- Proficiency with digital tools such as Canva.

WORKING CONDITIONS

Time spent in this position is split among an office setting, remote work, and in the community including in Philadelphia PA, Chester PA, Camden NJ, and Wilmington DE. Work hours may occasionally shift depending on task needs. Occasionally, there will be a need to work at night or on a weekend day.

OFFICE LOCATION

110 S. Poplar St., Wilmington, DE 19801

PHYSICAL REQUIREMENTS

The ideal candidate must be able to complete all the physical requirements of the job with or without reasonable accommodation.

REPORTING RELATIONSHIPS

Reports to: the Urban Waters Program Manager

SALARY AND COMPENSATION

Full time, temporary 10-month position (March-December 2025) with possibility of an extension. Salary of \$30,833-\$37,500 based on experience. PDE offers a competitive benefits plan for full-time employees, which includes health/dental/vision, paid leave (including vacation, sick time, paid holidays), matching contributions to a Simple IRA, and supplemental employee wellness benefits.

TO APPLY

Closing Date: Until Filled

Send a resume and cover letter explaining your interest in the position to equinones@delawareestuary.org or to ATTN: Eve Quinones, Partnership for the Delaware Estuary, 110 South Poplar Street, Suite 202, Wilmington, DE 19801.

The cover letter should include: 1) where the applicant encountered the job advertisement; 2) why the applicant is interested in working in this position at PDE; 3) how the applicant's experience makes them a good candidate; and 4) a description of the applicant's long-term goals. The applicant's description of

what makes them a good candidate and how PDE can help the applicant achieve long-term goals are particularly important to address in the cover letter, rather than reiterate material in the resume, as this will help PDE fairly assess a diverse applicant pool.

Partnership for the Delaware Estuary, Inc. is an Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of religious affiliation, race, age, sex, gender identity, sexual orientation, disability, or any category that becomes protected by federal labor law. Candidates must be able to work legally in the United States.