



## **New Hampshire Lakes Association Position Opening Announcement**

**Conservation Program Assistant 2018  
Part-time, 24 hours per week, May through August**

### **Organization Summary:**

Founded in 1992, the New Hampshire Lakes Association (NH LAKES) is a statewide, member-supported 501(c)(3) nonprofit organization dedicated to inspiring the responsible care and use of New Hampshire's lakes to keep them healthy for the benefit of current and future generations through its Advocacy, Conservation, Outreach, and Membership programs.

### **Job Summary**

The Conservation Program Assistant (approx. 24 hours per week, 16 weeks, May - August) assists the Conservation Program Coordinator and Vice President with the development and implementation of the organization's conservation programs and activities designed to advance public awareness of and participation in the organization and its mission. This position is based at NH LAKES' headquarters in Concord (17 Chenell Drive, Suite One) and involves statewide travel.

### **Essential Responsibilities**

- Primarily assists with all aspects of the implementation of the Lake Host Program, an aquatic invasive species education and prevention program, including inspector enrollment/hiring, training, and performance assessment, and data entry and management
- Assists with the implementation of the annual Lakes Congress education, training, and networking event (Fri. June 1)
- Assists with the development of new conservation programs
- Represents NH LAKES at conservation program events during and outside of normal office hours, including evenings and weekends
- Works with the entire NH LAKES staff on collaborative projects and events

### **Knowledge, Skills and Abilities**

- Ability to work effectively with a diverse constituency, including youth and adults, volunteers and seasonal employees, and academic, state agency, and business professionals
- Excellent customer service skills and attention to detail
- Strong written, verbal, email, and telephone communication skills
- Proficiency with MS Office and G Suite (Google Apps)
- Excellent data entry skills
- Strong organizational skills and an ability to handle shifting priorities
- Desire and ability to work collaboratively as well as autonomously
- Willingness and ability to work at early morning, evening, and weekend events (with advance notice provided)

*Inspiring the responsible care and use of New Hampshire's lakes.*

## Minimum Qualifications

- Currently enrolled in or graduated from a natural resource management/conservation or education/environmental education undergraduate or graduate degree program
- Experience working with community groups and volunteers
- Must be able to work every payroll Monday and Tuesday (payroll occurs every two weeks) and at all training sessions and NH LAKES conservation events (Sat. May 19, afternoon; Tues. May 22 evening; Fri. June 1, all-day; Thurs. June 7, evening; Sat. June 9, morning; Thurs. June 21, evening; Sat. June 23, morning)
- Must be able to work one weekend day (Saturday or Sunday) most weeks to assess inspector performance at boat access sites throughout the state
- Ability to lift and carry bins weighing up to 20 pounds for short distances for various event needs
- A valid driver's license and access to a reliable automobile and ability and willingness to travel independently to boat access sites around the state to assess inspector performance

## Salary and Benefits

- This position is an hourly position and considered non-exempt from the Fair Labor Standards Act
- This position is not eligible for the organization's health insurance or retirement benefits
- Compensation for this position is up to \$13 per hour
- Miles driven in the employee's vehicle to and from work events/activities not held at NH LAKES headquarters in Concord and will be reimbursed at \$0.545/mile in accordance with the organization's mileage reimbursement policy

## To Apply:

- Send resume and cover letter to [info@nhlakes.org](mailto:info@nhlakes.org) with 'Conservation Program Assistant' in the subject line.
- No phone calls please.
- Applicant review begins Monday, March 5.

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