



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

Outreach 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 Outreach Program Assistant (approx. 24 hours per week, 16 weeks, May - August) assists the Outreach Coordinator and Vice President with the development and implementation of the organization's outreach 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**

- Represents NH LAKES at outreach events during and outside of normal office hours, including evenings and weekends
- Assists with the planning and implementation of community events, conferences, trainings, and workshops
- Assists with the implementation of the annual Lakes Congress education, training, and networking event (Fri. June 1)
- Assists with the development and implementation of outreach programs for school groups, youth groups, and community groups
- Assists with the development of physical and digital presentation and display materials
- Assists with the drafting of newsletters and other outreach materials
- 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 municipal, academic, state agency, and business professionals
- Strong customer service skills and attention to detail
- Strong written, verbal, email, and telephone communication skills
- Strong graphic design skills
- Proficiency with MS Office and G Suite (Google Apps)
- Strong organizational skills and an ability to handle shifting priorities
- Desire and ability to work collaboratively as well as autonomously

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- Willingness and ability to work at early morning, evening, and weekend events (with advance notice provided)

### **Minimum Qualifications**

- Currently enrolled in or graduated from a natural resource management/conservation, education/environmental education, or graphic communication (or related field) undergraduate or graduate degree program
- Experience delivering environmental/education programs to grade school-aged children
- Experience working with community groups and volunteers
- Willingness and ability to work outdoors, typically under cover of a tent
- 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

### **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 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 'Outreach Program Assistant' in the subject line.
- No phone calls please.
- Applicant review begins Monday, March 5.

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