



New Hampshire Lakes Association Position Opening Announcement

Outreach Program Coordinator
Part-time, 20 hours per week, expected to start mid-April

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 Coordinator (year-round, 20 hours per week) assists the Vice President with the implementation, assessment, and administration of the organization's existing outreach activities and with the development of new outreach activities to advance public awareness of and participation in the organization and its mission.

Essential Responsibilities

- Assists with the development and implementation of an organizational public outreach and media strategy, including a social media strategy
- Researches public outreach channels and develops and manages plans to utilize those channels
- Creates and maintains a calendar of outreach opportunities (community events, fairs, trade shows, conferences, etc.) and coordinates with staff and volunteers to attend and promote NH LAKES and its programs
- Recruits and trains staff and volunteers to assist in carrying out community outreach activities
- Represents NH LAKES at outreach events during and outside of normal office hours, including evenings and weekends
- Assists with the planning and implementation of conferences, trainings, and workshops
- Assists with the development and implementation of programs for school groups, youth groups, and community groups
- Assists with the development of the organization's new website and will be responsible for ongoing website maintenance
- Provides outreach programs and website resources and training to NH LAKES' local association partners
- Maintains and develops physical and digital presentation and display materials
- Drafts newsletters and other outreach materials
- Evaluates the organization's outreach activities on an ongoing basis and recommends efficiencies and improvements
- Supervises outreach intern(s)
- Works with the entire NH LAKES staff on collaborative projects and events

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

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
- Ability to effectively lead workshops and training sessions and develop outreach and training resources
- Exceptional customer service skills and attention to detail
- Superior written, verbal, email, and telephone communication skills
- Strong graphic design skills
- Skilled in utilizing social media platforms and online outreach tools
- 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
- Willingness and ability to work early morning, evening, and weekends (with advance notice provided)

Minimum Qualifications

- Bachelor's Degree in natural resource management/conservation, education/environmental education, or graphic communication (or related field)
- At least 3 years of work experience in natural resource conservation or management, education, environmental education, community outreach, or graphic communication, including 2 years of supervisory or project management experience
- Experience delivering environmental/education programs to grade school-aged children
- Experience working with community groups and volunteers
- 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 eligible for the organization's health insurance and retirement benefits
- Compensation for this position is commensurate with experience

To Apply:

- Send resume and cover letter to info@nhlakes.org with 'Outreach Program Coordinator' in the subject line.
- No phone calls please.
- Applicant review begins Monday, March 5.

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