



Conservation Program Assistant

Position Description

40 hours per week, early-May through early-September, 2019 (1 position)

NH LAKES seeks a full-time (temporary) Conservation Program Assistant to assist with the implementation of the organization's conservation programming. This position will provide experience in lake stewardship and program management including volunteer and employee training and management, project tracking, payroll reporting, public speaking, database management, and communication and leadership skills.

Key Responsibilities:

- Assists with all aspects of the LakeSmart program, a statewide education and certification program that assists property owners in managing their property in ways that protect lake health
- Assists with all aspects of the Lake Host program, a statewide aquatic invasive species education and prevention program that teaches boaters how to prevent the spread of aquatic invasive species
- Assists with the implementation of employee and volunteer trainings as well as our annual conference
- 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, adults, volunteers, and seasonal employees, and academic, state agency, and business professionals
- Excellent customer service skills and strong written, verbal, email, and telephone communication skills
- Proficiency with MS Office and G Suite (Google Apps)
- GIS capabilities preferred though not required
- Excellent data entry skills, strong organizational skills, and attention to detail
- Ability to work collaboratively as well as autonomously and comfortable balancing multiple priorities
- Ability to be the "Face of NH LAKES" at events during and outside of normal office hours including early morning, evening, and weekend events

Requirements:

- The successful candidate is currently enrolled in, or graduated from, an undergraduate or graduate program in a related field (natural resource management, conservation, environmental education, etc.)
- Has a demonstrated interest in natural resource conservation and knowledge of, or demonstrated ability to understand, basic lake ecology and best management practices for water quality protection
- Is well-organized, able to work independently and efficiently, and demonstrates effective oral, written, and interpersonal communication skills
- Has reliable transportation and the ability to travel around the state, independently and as part of a team

- Is able to work full time (40 hours per week) and specifically on Monday and Tuesday on a biweekly basis, and approximately one day every other weekend, and is available to attend all NH LAKES events
- This position includes walking, bending, lifting, and carrying up to 20 pounds, travel to field sites and meetings, and work in outdoor and office settings

Compensation and Location:

- This position is full-time (40 hours per week), early-May through early-September, with some flexibility
- Compensation for this position is up to \$13.50 per hour depending on experience
- This position is based at the NH LAKES headquarters in Concord and involves statewide travel
- Miles driven in personal vehicle will be reimbursed at the applicable federal rate
- This is an hourly position and is considered non-exempt from the Fair Labor Standards Act
- This position is not eligible for the organization's health insurance or retirement benefits

To Apply:

- Send resume and cover letter to info@nhlakes.org with 'Conservation Program Assistant' in subject line.
- No phone calls please.
- Applicant review begins Monday, March 4, 2019.

Organization Summary:

Founded in 1992, NH LAKES is a statewide, member-supported 501(c)(3) nonprofit organization with the mission to keep New Hampshire's 1,000 lakes clean and healthy, now and in the future. NH LAKES works with partners to promote clean water policies, responsible use, and inspires the public to care for lakes.

NH LAKES is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of race, color, national or ethnic origin, religion, age, sex, gender, disability, pregnancy or veteran status.