



Title: Conservation Program Assistant
Reports To: Director of Programs
Supports: Conservation Department
Updated: February 2026

Job Summary

New Hampshire's lakes are battling pollution, and you can help! NH LAKES is seeking two Conservation Program Assistants to join our team this summer. This dynamic position offers the opportunity to play a hands-on role in restoring and preserving the health of New Hampshire's 1,000 lakes.

As members of our Conservation Team, the assistants will help deliver our statewide LakeSmart Lake-Friendly Living Program. Through LakeSmart, NH LAKES provides community members with guidance on managing their properties and living in a way that protects lake health. Assistants will conduct both in-person and online property tours in communities across the state, offering personalized, lake-friendly recommendations to property owners. They will also help capture photos and video from property tours to support NH LAKES' digital storytelling and outreach across social media platforms.

This 14-week position (May through August) is based out of our office in Concord, New Hampshire, and offers frequent opportunities for statewide travel.

Essential Responsibilities

- Collaborate with the LakeSmart Team to share education, evaluation, and recognition initiatives promoting lake-friendly practices throughout New Hampshire
- Assist in maintaining effective communication with property owners and lake association leaders
- Conduct in-person and online property tours, engaging one-on-one with property owners and compiling detailed notes for program tracking.
- Visit public boat ramps to engage with participants of our Lake Host Program, an aquatic invasive species prevention program
- Represent NH LAKES at events, such as our Lakes Congress education and networking event, lake association presentations, and webinar series (including evenings and weekends, with advance notice)
- Capture footage during fieldwork to assist the development of NH LAKES' social media and digital storytelling efforts.
- Work jointly with the entire NH LAKES staff on various collaborative projects and events

Knowledge, Skills, and Abilities

- Excellent customer service and confidence to engage in public speaking
- Attention to detail in written and verbal communication
- Organizational prowess and adept at problem-solving
- Capable of working both collaboratively in a team environment and independently under guidance
- Proficient in MS Office and G Suite (Google Apps)
- Team player mindset with a willingness to closely collaborate with staff in a small office setting
- Flexibility and adaptability, including a readiness to work early mornings, evenings, and weekends with advance notice
- Comfort and skill in contributing to social media and digital storytelling, including capturing content during fieldwork and communicating story ideas

Minimum Qualifications

- Genuine passion for environmental education or natural resource management and conservation
- Physical capability to lift and carry items weighing up to 50 pounds for short distances
- Physical fitness to comfortably walk up to two miles in a day, navigating uneven terrain
- Proficient in working in an office setting, utilizing both computer and touchscreen tablet technologies
- Adaptability to work outdoors, occasionally in adverse weather conditions
- Access to reliable personal transportation

Duration, Salary, and Benefits

- Seasonal, 14 weeks from May through August 2026
- \$19 per hour for 40 hours per week, subject to the Fair Labor Standards Act
- Eligible for paid holidays and IRA retirement match
- Mileage reimbursement and cell phone stipend provided
- NH LAKES shirts will be provided for public engagement activities

Our office prides itself on fostering an inclusive environment, and we are dedicated to creating a workplace where everyone feels valued and respected. We are also a dog-friendly office, recognizing the positive impact that four-legged companions can have on our work culture.

Cross-training opportunities in nonprofit management are available, contributing to a culture of continuous learning and growth.

To apply, please submit your cover letter and resume to Brea Arvidson, Director of Programs, at barvidson@nhlakes.org. No phone calls, please. Applications are due by Monday, March 23, 2026. Early applicants will receive priority consideration.