



Title: Conservation Program Assistant
Reports To: Director of Programs
Supports: Conservation Department
Updated: February 2025

Job Summary

New Hampshire's lakes are battling pollution and you can help! NH LAKES is looking for a Conservation Program Assistant to join our team for the summer of 2025. This position offers a dynamic opportunity to play a vital role in restoring and preserving the health of New Hampshire's 1,000 lakes. As part of our Conservation Team, the assistant will help deliver our popular LakeSmart Program statewide.

Through the LakeSmart Lake-Friendly Living Program, NH LAKES provides community members with information about living and managing their properties to help protect lake health and wildlife habitat. The assistant will help conduct property site visits in communities throughout the state and provide personalized lake-friendly living suggestions for property owners.

This 16-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 Program 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 property site assessments, engaging one-on-one with property owners, capturing high-quality photos, and compiling detailed notes
- Visit public boat ramps to engage with participants of our Lake Host Program, aquatic invasive species prevention program, and represent NH LAKES
- Represent NH LAKES at events, such as our Lakes Congress education and networking event and webinar series (including evenings and weekends with advance notice)
- Help create engaging social media content about lake-friendly living and recreation
- 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 content

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, 16 weeks from May through August 2025
- \$18.50 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.

Professional development opportunities and cross-training 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 24, 2025. Early applicants will receive priority consideration.