



Title: Conservation Program Assistant
Reports To: Director of Programs
Supports: Conservation Department
Updated: February 2024

Job Summary

New Hampshire's lakes are battling pollution and invasive species, and you can help! NH LAKES is looking for two Conservation Program Assistants to join our team. 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 and Lake Host Programs statewide.

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

The Lake Host Program empowers communities to protect their lakes from introducing and spreading invasive species. Invasive species infestations in our lakes not only make swimming and boating difficult and dangerous, but they also disrupt the natural systems of our lakes. The assistant will help support a team of 80 community groups with nearly 600 Lake Hosts as they provide courtesy boat inspections and teach boaters the simple things they can do to prevent the spread of invasive species throughout the state.

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

Essential Responsibilities

- Collaborate with the Conservation 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 program participants and represent NH LAKES
- Help develop lake-friendly living plans
- Represent NH LAKES at events, such as our Lakes Congress education and networking event and webinar series (including evenings and weekends with advance notice)
- 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, 14 weeks from May through August 2024
- \$18.00 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 offered, 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 March 15, 2024. However, early applicants will receive priority consideration.