



Keep Winni Blue

LAKE WINNIPESAUKEE ASSOCIATION

CONSERVATION PROGRAM ASSISTANT

Part time, seasonal position

Position Description:

The Lake Winnepesaukee Association (LWA) is seeking a highly motivated environmental and career minded individual to join our Winni Blue team as its Conservation Program Assistant. As the leading nonprofit dedicated to protecting and improving the water quality of Lake Winnepesaukee, New Hampshire, the LWA leads the effort to counteract the threats and contaminants that stress the lake's natural ecosystem, degrade its water quality and lower the economic value of the region.

The LWA is seeking a Conservation Program Assistant to work with the Conservation Program Manager to manage and implement existing and new programs designed to carry out the organization's mission to protect Winnepesaukee's water quality through education, monitoring, stewardship and using science-guided approaches for lake management. The position is based out of the LWA's office located in Gilford, NH, but day to day activities generally require travel throughout the Winnepesaukee watershed.

Responsibilities:

Reporting to the Conservation Program Manager, the Conservation Program Assistant is responsible for the following:

- Assisting with facilitating Watershed-Based Planning and Implementation projects.
- Assisting with water quality monitoring coordination, recruitment and training of volunteers, data management and review.
- Assisting with implementation of the Winni Blue/LakeSmart Program, a partnership program with NH LAKES to promote lake-friendly living.
- Assisting with development of outreach and educational activities such as workshops, seminars, and community events
- Representing LWA at community events, lake association meetings, municipal meetings (includes evenings and weekends)
- Supervising volunteers.
- Preparing technical reports.

Required Experience/Qualifications:

- Enthusiasm and passion for conservation work and LWA's mission
- Bachelor's degree or equivalent experience relevant to environmental conservation.
- Demonstrated ability to plan, lead and execute conservation projects.
- Excellent written and verbal communication skills, ideally including experience communicating with diverse audiences about environmental conservation or related issues.

- Excellent organization, planning, and task/time management skills.
- Proficiency with MS Office Suite and G Suite
- Ability to work independently and as part of a team.
- Ability to work outside for extended periods of time under inclement conditions.
- Willingness to work evenings and weekends as needed with advance notice provided.
- A valid driver's license and access to a reliable vehicle.

Desired Qualifications:

- Experience with surface water resource management and associated federal, state and local regulations.
- Experience working with municipal government on natural resource/environmental issues.

About Lake Winnepesaukee Association

The Lake Winnepesaukee Association is a non-profit organization dedicated to protecting the water quality and natural resources of the lake and its watershed. Through monitoring education, science, and restoration, we work to ensure that Winnepesaukee's scenic beauty, wildlife habitat, water quality, and recreational potential continues to provide enjoyment today and for the future.

Time and Compensation:

- This position is part-time (20 hrs/week)
- Flexible work hours and remote work options available.
- Mileage reimbursement for use of personal vehicle for work purposes.
- This is an hourly position to start May/June and ends in October, with a starting rate of pay \$15 per hour.

How to apply:

Interested applicants should submit a cover letter and resume describing their qualifications and interest in the position, and three to five references to: Pat Tarpey, Executive Director, at ptarpey@winnepesaukee.org. This position will remain open until filled.