



LAKE WINNIPESAUKEE ASSOCIATION

Keep Winni Blue

COMMUNICATIONS AND CONSERVATION PROGRAM ASSISTANT

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 Communications and 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 Communications and Conservation Program Assistant to work with the LWA Team to develop, manage and implement a communications and marketing plan to educate and engage the public, as well as assist in managing and implementing LWA's conservation programs. The position is based out of the LWA's office located in Gilford, NH, but day to day activities may require travel throughout the Winnepesaukee watershed.

Responsibilities:

Reporting to the President, the Communications and Conservation Program Assistant is responsible for the following:

- Work with the Director to develop an outreach strategy and marketing plan for LWA that is focused on brand awareness, education, and membership development.
- Provide content for social media, newsletters, brochures, proposals, and reports.
- Assist with water quality monitoring coordination, recruitment and training of volunteers.
- Work with the Conservation Program manager to assist with implementation of the Winni Blue/LakeSmart Program, a partnership program with NH LAKES to promote lake-friendly living.
- Assist with development of outreach and educational activities such as workshops, seminars, and community events
- Represent LWA at community events, lake association meetings, municipal meetings (includes evenings and weekends)
- Supervising volunteers.

Required Experience/Qualifications:

- A passion for educating people about the numerous reasons for keeping Lake Winnepesaukee clean.
- Bachelor's degree or equivalent experience relevant to environmental education and conservation.
- Experience and comfort with relevant software tools for social media, graphics, and publishing.
- Demonstrated ability to plan, lead and execute environmental education activities.
- 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.
- 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 full-time hourly (37.5 hrs/week)
- Eligible for the organization's health benefits
- Mileage reimbursement for use of personal vehicle for work purposes

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, President, at ptarpey@winnepesaukee.org. This position will remain open until filled.