



Outreach and Communications Coordinator

The Squam Lakes Association (SLA) (www.squamlakes.org) seeks an Outreach & Communications Coordinator for full-time, benefited employment. The Outreach & Communications Coordinator is responsible for maintaining the Squam Lakes Association's communications with community members, volunteers, members, and donors within the Squam Lakes Watershed and beyond. They work closely with colleagues in Development, Education, Access & Trails, Administration, and AmeriCorps to help the SLA fulfill its mission. This position is a combination of office/administrative work, supervising volunteers, and field work.

Specific Responsibilities:

- Creatively utilize social media, Constant Contact e-mail newsletters, and print media to publicize events, share conservation messaging, and communicate the SLA's efforts within Access & Trails, Conservation, and Education
- Compile content and find underwriters for SLA publications such as the Annual Report and Loon Flyer, which may include designing said publications
- Ensure that the SLA website's homepage, news items, and general operations information are up to date
- Track and process acknowledgements for all donations in a timely manner via the SLA's Donor Perfect database
- Update donor acknowledgment and membership renewal letters in collaboration with the Director of Development so that they reference work the SLA is currently engaged in
- Field questions about membership benefits, levels, and expiration dates and assist with the membership joining/renewal process
- Manage the SLA's volunteer base with a focus on recruitment, retention, and recognition, and maintain an accurate log of volunteer hours for both SLA and AmeriCorps metrics
- Train LRCC* on volunteer recruitment, training, and best practices for working with volunteers—includes working closely with the LRCC member(s) assigned to assisting with volunteer management
- Collaborate with department heads to manage and communicate with volunteers within department-specific programs (i.e. Weed Watchers, Trail Adopters, Water Quality Monitors...) and identify future volunteer opportunities
- Develop meaningful volunteer recognition practices and events, especially those that foster a community within and across the SLA's volunteer programs
- Coordinate with partner organizations and community groups to plan special volunteer opportunities and events
- Assist with event planning and recruit and coordinate volunteers for volunteer-staffed events such as the Squam Ridge Race and Winterfest

**The Lakes Region Conservation Corps (LRCC) AmeriCorps program is a residential AmeriCorps program based out of the SLA. The LRCC serve as the primary force working in the field to implement SLA's conservation, education, and access program. The SLA hosts 6-12 LRCC members annually.*

The Ideal Candidate:

The SLA seeks an Outreach and Communications Coordinator who must be a collaborative, detail-oriented, creative thinker with excellent communication skills, both written and verbal, who can work with others with enthusiasm and energy.

Knowledge, Skills, and Abilities (must possess or be committed to learning):

- Excellent writing, editing, and proofreading skills
- The ability to effectively manage time in order to accomplish long-term projects, in addition to time-sensitive daily tasks
- Knowledge of email newsletter software such as Constant Contact or MailChimp
- Creative utilization of social media in sharing messaging with the SLA community
- Data entry, report generation, and constituent tracking via the DonorPerfect platform
- Ability to use Canva, or other similar graphic/newsletter design platform
- NH Commercial boating license
- The ability to work with a broad constituency and professional groups of diverse people as a team player

This position is intended to be part of a career arc with increasing responsibility and ownership over the communications and outreach programs of the SLA. The Outreach and Communications Coordinator will have advancement opportunities based on the success of the programs.

General Administration

Salary	\$ 30,000-34,000
IRA	3% Match
Health	Comprehensive
Dental	Comprehensive
Life & long/short term disability insurance	Comprehensive
Paid Time Off	27 days, in addition to holidays
Paid Holidays	8 holidays, plus generous time off around winter holidays

Although not a complete list of days, staff are expected to be available for major events of the SLA including the Annual Meeting (first Saturday in August), the Ridge Race (generally last Sunday in September), Fall Work Day in mid-October, and Winterfest over Presidents’ Day weekend in February.

To Apply

Applications should include a cover letter, a complete resume, two writing samples, and contact information for three references who can speak to your professional skills. Please send your application information in the form of a PDF to the attention of Angi Francesco by emailing jobs@squamlakes.org with “Outreach & Communications Coordinator” as the subject line. Applications will be reviewed as they are received. Position is open until filled.

The SLA is an equal opportunity employer. The SLA will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to: sex, race, color, religion, national heritage, physical or mental handicaps or sexual preferences.