



## **Program and Communication Specialist**

Work for an organization focused on protecting the Wentworth-Crescent Watershed—through stormwater management planning, water quality monitoring, land conservation, land stewardship and community education. We are looking for a professional program and communication specialist to join our team. You must be a competent writer, be an effective communicator and like working with the public and members of all ages.

### **Desired Knowledge and Skills:**

- Excellent communication skills- written and spoken.
- Comfortable leading outdoor programs for all ages, a natural educator.
- Ability to organize and motivate volunteers.
- Experience with Google Office Space and WordPress.
- Social media management and content creation.
- Photography and digital story telling skills.
- Ability to work independently to take assignments from start to finish, providing regular updates, and incorporating feedback.
- Strong organizational skills.
- GIS knowledge is a plus.
- Connection to the Lakes Region and Wolfeboro or a deep understanding of the region. Local environmental knowledge and fundamental understanding of watersheds, local ecosystems, and a passion for conservation and community education.

### **Work includes:**

- Program planning, event promotion, staffing events (sometimes on weekends and evenings) and managing volunteers.
- Organize, plan, create communications, and lead volunteer workdays.
- Field work will include training volunteers to collect water quality samples, stewardship hikes on our preserves, leading member hikes and outdoor programs.
- Willingness to learn about stormwater management and invasive species control.
- Support the Executive Director by drafting regular and scheduled communications and creating content to membership/public about watershed education and program/event promotions for the website, social media, newsletter, and press releases.

**Education Requirements:**

Minimum of an associate's degree in science, education, communication, or marketing or equivalent work experience, bachelor's degree or higher preferred. History of 2+ years of employment in a professional workplace.

**Physical Requirements:**

Ability to sit and stand for long periods of time, ability to lift 20 pounds, ability to travel up to 2 miles in the woods with a slope on uneven ground, comfortable in the field where ticks and other biting insects are present, confident in and around water. The WWA provides a comfortable workstation in an open office space.

**Benefits:**

Office is located in Wolfeboro, NH; this is not a remote position. Reports to Executive Director - has no direct reports.

The organization prioritizes a healthy work environment providing work/life balance for its staff. Working hours are generally M-F, 9am-2pm with flexibility as needed. During the summer and fall some weekend work will be required to staff programs and events.

25 hours a week November - May; 28 hours a week June – September. Salaried with 2 weeks accrued vacation, 5 accrued sick days per year. We offer paid federal holidays, and an IRA match of 3% (after 6 months in the role).

Salary commensurate with experience.

The Wentworth Watershed Association is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

[Click here to apply](#)