



HANOVER CONSERVANCY

Protecting land & water in our community

PROGRAM COORDINATOR

Starting Salary: \$38,000-\$45,000/year, depending on qualifications.

[Applications are due Saturday, May 15, 2021.](#) The position has a desired start date of June 14, 2021.

Position Description

The Program Coordinator leads the Conservancy's community engagement program and is responsible for management of the Conservancy's nature preserves and stewardship of its conservation easements. The Hanover Conservancy is New Hampshire's oldest local land trust.

This is a regular full-time, 40 hour/week position based at the Hanover Conservancy offices in Hanover NH, reporting to the Executive Director. Hours are flexible and may include occasional evening and weekend meetings or events. The position requires the physical ability to visit Conservancy natural areas, including hiking for several miles in rough terrain and any weather. Since all activities take place within the town of Hanover, required travel is minimal.

Community Engagement duties include:

Coordinate Education Programs/Outdoor Trips/Events:

- Help develop and coordinate Conservancy education programs including outdoor trips.
- Help recruit and assist volunteer trip leaders.
- Work with local schools to provide programming for youth.
- Help develop annual summer Trails Challenge.
- Create trip handouts.
- Track participation and respond to inquiries from public.
 - Provide staff support for HC events, including virtual presentations.
 - Provide staff support for the Community Engagement Committee.

Publicity:

- Coordinate publicity for education programs and events through website, Facebook, mailings, Valley News calendar, school communications.
 - Manage website.
 - Manage the Hanover Conservancy's social media presence.
 - Manage photo and video collection.

Land Stewardship duties include:

Manage Stewardship Volunteers:

- Guide volunteers stewarding individual HC properties and work to build participation.
- Provide staff support for the board-level Stewardship Committee.

Manage Conservation Properties:

- Work with volunteers to
 - create an annual action plan for five Conservancy properties in compliance with management plans.
 - coordinate workdays to fulfill each property's work plan.
 - monitor each Conservancy property annually to note stewardship needs.
 - ensure that property boundaries are properly marked.
 - address safety hazards.
 - Coordinate property management plan updates (occasional).
 - Manage stewardship equipment.

Manage Conservation Easement Monitoring:

- Work with volunteers to annually monitor all easements held by the Conservancy.
 - Maintain relationships with landowners and provide guidance on management activities.
 - Communicate with foresters and other natural resource professionals who can assist with making sound land management decisions.
 - Make recommendations on resolving stewardship issues revealed by monitoring.

Manage Record-Keeping for Conserved Lands:

- Record and manage information promptly, accurately, and consistent with documented procedures and Land Trust Accreditation standards.
- Assemble and maintain files for newly acquired conservation lands.
- Maintain stewardship files and monitoring reports for each Conservancy easement.
- Keep up-to-date contact lists of neighbors of each property.

Land Conservation duties include:

- Assist ED and Lands Committee in field visits to evaluate candidate conservation properties.
- Work with ED and outside specialists to develop baseline documentation for properties to be conserved.

General duties include:

- Assist the Executive Director with special projects, events, and other activities as assigned.
- Serve as liaison with partner organizations on issues of relevance to HC, including Upper Valley Trails Alliance, Upper Valley Land Trust, Town of Hanover and Hanover Conservation Commission's Biodiversity and Trails Committees.
- Act as an advocate for the Hanover Conservancy – treat every interaction as an opportunity to add a new member or thank an existing member.

Eligibility requirements

- Bachelor's degree in environmental science, environmental education, or related field.

- 1-2 years' experience in a natural resources field.
- Excellent written and oral communication skills and attention to detail.
- Self-motivated, willing to accept a challenge, and able to handle multiple priorities.
- Ability to communicate effectively with people of various backgrounds and interests.
- Proficiency with the Microsoft Office suite of applications.
- Ability to navigate in the forest alone with a map and compass.
- Valid driver's license, proof of insurance, and access to a reliable vehicle.
- Must be able to pass a background check.
- Familiarity with New Hampshire's natural history and ecology preferred.

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The Hanover Conservancy, New Hampshire's oldest local land trust, is an independent, private, non-profit membership organization. Its mission is to protect the land and waters of our community through land conservation and stewardship, education, and advocacy for conservation-oriented public policy. The Conservancy is staffed by a full-time executive director. A talented and engaged board of directors helps implement the Conservancy's work. The Conservancy has a corps of approximately 100 volunteers who participate in varying degrees.

The Hanover Conservancy is an equity-based employer. We value a diverse workforce and an inclusive culture. We value staff who work for the good of the whole and can effectively collaborate to achieve shared goals of the organization. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or and other protected status as required by applicable law.