



Program Coordinator
Position Description
May, 2023

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 staff-friendly and flexible; includes very 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.

Land Stewardship duties include:

Manage Conservation Properties:

- Work with volunteers to
 - maintain trails, blazing, and boundaries.
 - 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.
 - address safety hazards.
- Coordinate deer hunting program at the Balch Hill Natural Area and cooperate with Town of Hanover in town-wide deer management program.
- 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:

- Keep the Conservancy's Landscape platform updated for new and existing 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.

Manage Stewardship Volunteers:

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

Community Engagement duties include:

Coordinate Education Programs/Outdoor Trips/Events:

- Help develop and coordinate education programs including outdoor trips; track registration.
- Collaborate with local libraries and other partners to co-sponsor programs and events.
- Collaborate with local schools to provide programming for youth.

- Develop annual summer Trails Challenge in partnership with lead volunteers and Hanover Parks & Recreation Department.
- Help recruit and assist volunteer trip leaders.
- Create trip handouts.
- Respond to inquiries from the public.
- Provide staff support for HC events, including virtual presentations.
- Lead staff support of the Community Engagement Committee.

Publicity:

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

Community Activities:

- Participate on the Hanover Conservation Commission's Biodiversity and Trails Committees
- Cooperate with Hanover Parks and Recreation Department for occasional programs.

Land Conservation duties include:

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

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 auto 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.
- Chainsaw skills helpful.

Starting Salary & Benefits:

- \$45,000-\$50,000/year, depending on qualifications
- 3% employer match contribution to retirement program
- \$1200/year contribution toward health care/insurance costs
- Quarterly contribution toward cell phone expenses
- Flexible work schedule, with opportunities to work remotely several days/week; hours spent on evening or weekend events may be exchanged for hours during regular work day
- 13 holidays/year (11 fixed on calendar, 2 holidays of employee's choosing) *(continued next page)*

- 10+ days vacation
- 10 days personal leave (for medical or family health needs)
- 5 days compassionate leave (due to death in immediate family)
- Up to eight weeks of unpaid parental leave
- Regular opportunities for training, including Land Trust Alliance Rally and NH Land Trust Coalition

To Apply

Applications are due Thursday, June 1, 2023. The position has a desired start date of July 15, 2023. Please email a resume and cover letter (both in PDF format) to Adair Mulligan, Executive Director, at amulligan@hanoverconservancy.org. Please write "Program Coordinator Position" in the email subject line.

About 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 and full-time Program Coordinator. A talented and engaged board of directors helps implement the Conservancy's work. The Conservancy has a corps of approximately 80 volunteers who participate in varying degrees.

Our conservation portfolio is actively growing; we currently own and manage seven natural areas totaling 454 acres and hold permanent conservation easements or deed restrictions on ten properties totaling 570 acres.

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.

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