



AmeriCorps Program Manager

The Squam Lakes Association seeks a qualified candidate to administer and manage the Lakes Region Conservation Corps (LRCC) AmeriCorps program, the premier on-the-ground conservation program in the Lakes Region of New Hampshire. The AmeriCorps Program Manager works with LRCC AmeriCorps members, Squam Lakes Association staff, partner host-sites, and Volunteer NH to ensure program compliance, recruit AmeriCorps members, organize trainings and events, develop member learning opportunities, and more. The AmeriCorps Program Manager will develop and/or build upon many valuable skills, including compiling and administering a federal grant, partnering with conservation non-profits, and coordinating and implementing events and trainings.

About the Squam Lakes Association: The [Squam Lakes Association](#) (SLA) is a non-profit conservation organization that works to conserve the natural beauty, peaceful character, and resources of the Squam watershed. Through conservation, education, and low-impact recreation, the SLA promotes the protection, careful use, and shared enjoyment of the Squam Lakes Region.

About the Lakes Region Conservation Corps: The [Lakes Region Conservation Corps](#) is an AmeriCorps state service program administered by the Squam Lakes Association that develops skills and experiences for conservation professionals. Partner host sites in 2024 included the Mount Washington Observatory, The Nature Conservancy, Green Mountain Conservation Group, Camp Hale, Newfound Lake Region Association, Squam Lakes Conservation Society, and Lakes Region Conservation Trust.

Responsibilities:

- Compile and manage the LRCC AmeriCorps grant.
- Act as the liaison between the LRCC program and Volunteer NH (VNH) by attending meetings, handling communications, and facilitating VNH site-visits and audits.
- Review and update program policies and documentation to ensure compliance with AmeriCorps regulations and guidelines.
- Organize programmatic trainings and events including AmeriCorps member orientations, full-cohort service projects, the Celebration of Service, and service-learning experiences.
- Act as the site supervisor at the Squam Lakes Association for 6-14 SLA LRCC AmeriCorps members by producing member schedules, facilitating team meetings, and conducting check-ins.
- Coordinate AmeriCorps member recruitment among the 7+ host sites and spearhead recruitment for the Squam Lakes Association.
- Administer AmeriCorps member onboarding and exiting.
- Maintain effective communication with site supervisors to ensure clear understanding of LRCC program model in support of successful implementation of the program, including facilitating monthly meetings and annual trainings.
- Develop and provide resources for site supervisors that sustain their effective support of AmeriCorps member's experience, acting as a mediator on an as-needed basis.

- Collect program metric data (trails maintained, invasive species removed, volunteers and environmental education numbers) from host sites supervisors and SLA staff to organize and process for reporting purposes.
- Conduct annual site visits with host site organizations to monitor compliance and member experience.
- Additional responsibilities, as needed. As expected of all SLA employees, providing general information to visitors and SLA members, preparing for special events, and other general administration tasks.

The ideal candidate will have:

- Prior experience with AmeriCorps as either an AmeriCorps member or program manager.
- Proven interpersonal skills including the ability to build relationships, solve problems, mediate conflict, and exercise sound judgment.
- Ability to balance multiple priorities and deadlines in a fast-paced evolving environment.
- Ability to structure tasks, establish priorities, meet deadlines, and set and manage goal achievement.
- Demonstrated interpersonal communication skills characterized by active listening, respectful two-way communication, and timely and results-oriented communication.
- Strong computer and word processing skills, including: Word, Publisher, Excel, PowerPoint, and Adobe.

Working Conditions/Hours: Generally, works in an office environment. Limited travel required to partner organizations in region and statewide. Limited supervision of external training events and outdoor field-based service projects. Must have valid driver’s license and access to personal transportation. Occasional evenings/weekends but will typically work 40 hours/week (9-5), Monday through Friday.

Salary & Benefits:

Hourly Salary	\$38,000-\$48,000 annualized (dependent on prior experience, \$18.27-\$23.07/hour range)
IRA	3% salary match
Health	All premiums
Dental	All premiums
Life & long- and short-term disability insurance	All premiums
Sick Days	5 days paid
Holidays	12 days paid
Paid Time Off	25 days paid (accrued)

What’s it like to work at the Squam Lakes Association? The SLA is a community-based watershed conservation non-profit. The staff is tight-knit with seven full-time staff and nine AmeriCorps members who work together daily to propel forward conservation, outdoor access, and environmental education. The newly renovated headquarters looks out on Piper Cove, right off of Squam Lake. We look forward to working with people who are equally passionate about the environment and who are excited to facilitate on-the-ground conservation initiatives.

To Apply: Interested applicants should send their resume, cover letter, and the contact information of three references to EB James at ejames@squamlakes.org.