

LAKESMART PROGRAM MANAGER JOB DESCRIPTION

REPORTS TO: Executive Director

FUNCTION: Manage, support and grow LakeSmart, Maine Lakes flagship program that works with lake associations to engage lakefront homeowners in reducing erosion and pollution; and protecting lake water quality.



ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- **Foster relationships with lake associations:** Support lake associations that have active LakeSmart programs; recruit new lake associations to start LakeSmart programs; prioritizing new programs on at-risk lakes and in strategic geographic locations around the state.
- **Develop and execute outreach trainings and workshops:** Develop and run spring and summer workshops (both virtual and in-person) to train new and experienced evaluators in geographically diverse locations; run other workshops as needed, including workshops for realtors; look for ways to incorporate LakeSmart messages into other lake workshops and trainings.
- **Manage volunteers:** Support a volunteer network that includes experienced volunteers and volunteers new to the program; maintain regular volunteer communication via Constant Contact; respond to emails and phone calls from volunteers needing technical or other assistance.
- **Maintain collaborations with a variety of partners:** Maintain and grow the network of partners that oversee regional LakeSmart programs; communicate with, and provide technical assistance to, these regional partners about on-going program management details and improvements; manage annual contracts and payments.
- **Maintain LakeSmart Award standards:** Oversee the review system for individual property assessments made by volunteer evaluators, particularly in assuring compliance with award standards.
- **Manage databases and online data entry apps:** Update and customize LakeSmart data entry applications (currently on the ArcGIS Survey 123 application); support volunteers who are entering data; analyze annual LakeSmart data.
- **Grow the LakeSmart program:** Work with other Maine Lakes staff, the board's LakeSmart committee and experienced LakeSmart volunteers to develop new program ideas, new sources of outside funding and new ways to reach additional lakes and new volunteers.
- **Assist with LakeSmart communications:** Including new/revised print materials, web page content, social media posts, tabling and presentations at events (e.g., Maine Water Conference, lake association meetings, Maine Lakes Conference, etc.)

- **Strategic Planning:** Work with Maine Lakes board and staff to evolve LakeSmart to a sustainable long-term program that engages new lake associations and property owners while diplomatically interacting with owners of properties that no longer satisfy upgraded LakeSmart award standards.

Knowledge and Skill Qualifications:

Minimum BA/BS degree or higher (Master's preferred) in natural resources, conservation biology, environmental education or related discipline; proven success managing programs and volunteers; excellent written and verbal communication skills; ability to travel independently statewide; familiarity with the concepts of Community-Based Social Marketing; competence with word processing, spreadsheet and database software, including online database and contact management programs; familiarity with Microsoft Teams; excellent organizational skills and ability to manage competing priorities and deadlines. Direct knowledge of lake science desirable, as is a familiarity with ArcGIS and associated programs. The candidate must exhibit a strong commitment to lake protection, and a passion for working with volunteers.

Work Environment:

Remote work environment requires a home office space. Flexible work schedule, including part-time hours or job sharing with another individual, may be available to the right candidate. Statewide travel required. A significant amount of weekend work, and some evenings may be required in spring and early summer.

Compensation: The LakeSmart Program Manager will receive compensation corresponding with experience. Benefits include a matching retirement plan and generous holiday/sick/vacation plan.

We will begin reviewing applicants on March 15, 2021. Please send a copy of your cover letter and current resume to:

Maine Lakes
Attn: Susan Gallo, Executive Director
P.O. Box 427
Brunswick, ME 04011
Email (preferred): info@lakes.me