

Position Announcement: The Rocks Program Assistant

The non-profit Society for the Protection of New Hampshire Forests seeks a well-organized, articulate, and confident individual for the position of Program Assistant at the Rocks in Bethlehem, NH. The successful candidate will have excellent verbal and written communication skills, good organizational skills and attention to detail and the ability to establish and maintain professional relationships with a variety of constituencies.

This is a part-time position (22 hours per week), based at the Rocks in Bethlehem, NH. The Program Assistant is primarily responsible for all aspects of event rentals and mail order sales and is often the first impression of the Forest Society for potential customers. The position requires some evening and weekend work, particularly during the holiday season.

The Society for the Protection of New Hampshire Forests is a statewide land conservation organization that was founded in 1901 to protect New Hampshire's most important landscapes and promote wise use of its renewable natural resources. Today, with 9,600 member households and over 40 employees, the Forest Society owns 180 reservations in 102 communities across the state, and has interests and monitoring responsibilities for over 800 conservation easements and deed restrictions. With ongoing programs in advocacy, land protection and sustainable forest management, the Forest Society consistently ranks among the nation's top land trusts and has been a leader in setting the standard for American land protection. If you enjoy working both independently and in a cooperative team-approach in a challenging, at times fast-paced, but always rewarding, setting you may be the right person for this position. A copy of the full job description is available at www.forestsociety.org.

Salary will be \$15 per hour. The Forest Society offers an excellent benefits package and a beautiful environment at the Rocks overlooking the White Mountains.

If you're interested in becoming a member of the dedicated Forest Society staff email a resume and cover letter by July 28, 2017 to: Carleen Quinn cquinn@forestsociety.org.

The Forest Society is an Equal Employment Opportunity Employer.

No phone calls please.