



LakeSmart Program Specialist Job Posting

The **LakeSmart Program Specialist** is a new full-time (35 hours/week) employee of Maine Lakes who works under the supervision of the LakeSmart Manager to support and grow the LakeSmart program, with a focus on Hancock, Washington, Penobscot, Piscataquis, and Aroostook Counties.

[Maine Lakes](#) is a statewide membership organization dedicated to lake conservation through education, outreach, and advocacy. Formed as a nonprofit organization in 1970, Maine Lakes catalyzes and supports grassroots lake associations; collaborates with regional watershed organizations across the state; and provides and promotes science-based watershed stewardship and responsible land use to protect water quality.

As the flagship program of Maine Lakes, [LakeSmart](#) is an education and outreach program that recognizes lakefront homeowners who manage their land to protect the water quality of their lake. Trained volunteers visit properties in their lake communities to evaluate and document areas of runoff and erosion and recommend site specific best management practices to keep nutrient-laden runoff from reaching lakes. The program is free, educational, voluntary, and non-regulatory.

Duties and Responsibilities

VOLUNTEER SUPPORT AND RECOGNITION (40%)

- Support and recognize a volunteer network of over 130 volunteers across the state with a focus on Northern and Downeast Maine during the LakeSmart season (May-October).
- Maintain regular communications with volunteers to provide technical assistance and clarification of the LakeSmart protocol and process.
- Develop and present training webinars and lead on-lake trainings for new and returning volunteer LakeSmart evaluators.
- Train and support volunteers on entering data into the Survey123 database.

- Review LakeSmart evaluations submitted into Survey123 and make decisions about LakeSmart Award status. Schedule visits to evaluated properties, as needed, prior to making status decisions.
- Ensure volunteers have resources, publications, and supplies they need.

OUTREACH AND COMMUNICATIONS (25%)

- Assist with developing content for new LakeSmart outreach materials, newsletters, web pages, and social media posts.
- Staff LakeSmart tables and make presentations at lake association meetings and conferences.

DATA MANAGEMENT AND PRESENTATION (15%)

- Monitor, assess, and adapt efforts to track metrics to assess LakeSmart effectiveness and refine strategies moving forward.
- Prepare charts, graphs, and GIS maps to visually represent data for annual reports, grants, and strategic planning.
- Work with the GIS Coordinator at Maine DEP to manage and improve the Survey123 database.

STRATEGIC PLANNING AND PROGRAM GROWTH (10%)

- Work regularly with Maine Lakes staff, partner organizations, and seasoned LakeSmart volunteers to identify strategic directions and support continuous program improvement.

OTHER (10%)

- Serve on planning committees for the annual Lakes Conference (June).
- Assist with organizational projects, as time permits.
- Participate in staff and other Maine Lakes meetings and activities.
- Identify and participate in professional development opportunities.

Skills and Proficiencies:

- Bachelors degree in natural sciences preferred with knowledge of lake science;
- Strong commitment to lake protection and a experience working with volunteers;
- Experience supporting volunteers across a wide geographical area;
- Excellent organizational skills and the ability to manage competing priorities and deadlines;

- Self-motivated and demonstrated ability to work independently as well as experience being part of a productive and cooperative team;
- Demonstrated written and verbal communication skills;
- GIS proficiency, including ArcGIS online and ArcGIS Pro;
- Ability to travel statewide especially during the LakeSmart season. Mileage is reimbursed at the federal rate.

Position Details

WORK ENVIRONMENT:

Office space is available in Yarmouth, Maine. Remote work in a home office or a hybrid schedule with both in-office and remote time is possible. Occassional nights, weekends, and overnight travel required.

COMPENSATION AND BENEFITS:

Pay for this position is \$24/hour. Benefits include a matching retirement plan, generous holiday/sick/vacation time, and a contribution toward a health savings plan for employees who carry their own qualifying high deductible insurance plan.

HOW TO APPLY:

Email a cover letter and current resume in one pdf to Andrea Stevens at astevens@lakes.me with "LakeSmart Program Specialist" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

Maine Lakes makes employment decisions without regard to age, color, race, religion, sex, gender identity, sexual orientation, national origin, genetic information, physical or mental disability, or any other protected status. Our commitment to equal opportunity employment reflects our goal to treat all employees and applicants with dignity and respect.

