

Special Assistant to the Executive Director

May-August 2022

Introduction and Job Description

Lake Stewards of Maine (LSM) is looking for curious and driven individuals to intern with us during our busy Summer 2022 Season. A paragon of conservation efforts, LSM promotes lake stewardship through widespread citizen participation in the gathering and dissemination of credible scientific information pertaining to lake health. Each year, with the help of over 1,000 active volunteers, our staff is able to monitor and collect data on 500+ lakes across the state. For 26 years LSM has worked closely with the Maine Department of Environmental Protection to ensure the standardization and validity of volunteer data. Join us in being a part of our efforts to maintain healthy lake communities. The opportunities offered through LSM to engage with staff, volunteers, partner organizations, and interns are waiting for you; apply today!



The Special Assistant is responsible for supporting the LSM Executive Director through a combination of project management, writing and editing, research, marketing, and high-level administrative and relationship support functions. The Special Assistant primarily plans and coordinates the ED's education, outreach, and fundraising, including travel and presentations, throughout the state of Maine, accompanying the ED on travel. The Special Assistant interfaces with external stakeholders including senior representatives of state, local or federal government agencies, private sector companies, donors and volunteers. Sensitivity to confidential matters, a high level of professionalism, tact and diplomacy are paramount. There are also opportunities for the Special Assistant to work with the Programs Manager and Development Director to coordinate outreach and education efforts, and conduct individual research projects that are mutually beneficial to the intern and organization.

What we are looking for in a candidate:

- Ability to support an executive-level individual or team
- Significant Project Management experience on behalf of senior executive
- Superior research, analytical, planning, organizational skills, and detail-orientation
- Capable of “managing up” to ensure deadlines are met and priorities kept
- Strong customer-service orientation
- Ability to manage multiple projects, and competing priorities while adhering to deadlines
- Excellent oral and written communication skills
- Ability to work independently, exercise mature professional judgment, and use discretion
- Comfortable in team-oriented environment based on open, transparent, continual communication, information sharing and inclusive decision-making
- Must be open to feedback and professional development
- Must demonstrate utmost integrity; respect for confidential information
- Advanced knowledge of Microsoft Office Suite, including Microsoft Outlook, Word, Excel, and PowerPoint is required. Ability to act as a resource for other staff.
- Bilingual or trilingual skills are helpful.

What you will gain from this experience:

- Improved understanding of organizational development and growth
- First hand experience and understanding of the important role the nonprofits play in advancing social and environmental benefit
- Exit Portfolio complete with recommendation from Executive Director, projects completed, professional development materials and all work

Pay, hours, benefits and certifications:

- Full Time internship (20-40 hrs a week)
- Invasive Plant Patrol Certification
- Water Quality Certification
- Mentorship opportunities with supervisor and staff
- Interns are responsible for their own housing and transportation
- Access to kayaks for the summer (when not in programmatic use)
- Travel across various parts of the state of Maine
- Meet with professionals in state and non-profit work
- Opportunity to participate in networking and social events through the Maine Career Catalyst program
- This is an unpaid internship, but we encourage the applicant to apply for funding through their institution (We can offer resources if need be)

APPLICATIONS DUE TUESDAY MARCH 15

APPLICATIONS WILL BE EVALUATED ON A ROLLING BASIS

How to Apply: Please send along a PDF including your resume and letter of interest to stewards@lakestewardsme.org with the subject [last name] Special Assistant. We will follow up with time slots for interviews and if you have any questions please direct them to topher@lakestewardsme.org.