

Position Announcement: Land Protection Assistant & Database Manager (Rev. 27 July 2010)

The non-profit Society for the Protection of New Hampshire Forests seeks a well-organized, detail-oriented, and motivated individual for the position of Land Protection Assistant & Database Manager. The successful candidate will be proficient with Microsoft Office including Access, and have keen attention to detail, strong organizational skills, and a commitment to land conservation. Real estate or paralegal experience is desirable.

This is a full-time, regular, administrative position, based at the Conservation Center in Concord, NH. The Land Protection Assistant & Database Manager is primarily responsible for supporting the staff in the Land Protection Department in their completion of real estate transactions, and for managing the Department's Access-based database for the organization's lands and conservation easements.

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 9,000 member households and 40 employees, the Forest Society owns 167 reservations totaling more than 48,000 acres across the state, and has interests and monitoring responsibilities for 760 conservation easements totaling over 110,000 acres. With ongoing programs in land protection, sustainable forest management, and advocacy, the Forest Society consistently ranks among the nation's top land trusts and has been a leader statewide and nationally in setting and operating by standards for land protection. If you enjoy working both independently and as part of a team 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 commensurate with experience and skills. The Forest Society offers an extraordinary office environment in our award-winning, energy-efficient suite of office buildings overlooking the adjacent Merrimack River Conservation Area.

To apply, please e-mail a resume and cover letter to Ms. Karen Rose, kröse@forestsociety.org, by 9 a.m., Monday, August 23, 2010.

The Forest Society is an Equal Employment Opportunity Employer.

No phone calls or followup emails please.