



## Field Services Coordinator

The **Lakes Environmental Association (LEA)** is a non-profit organization based in Bridgton, Maine focused on the protection of 41 nearby lakes and ponds and the watersheds that surround them. The organization is primarily membership supported and has 8 highly-motivated, year-round staff members who work both individually and as a team in a wide variety of project areas. The LEA's focus is water quality protection with an emphasis on education, monitoring, invasive species control, and environmental policy. The LEA also runs the Maine Lake Science Center, which focuses on scalable lake and watershed research, community engagement, and stewardship of environmental systems.

### Job Summary

The Field Services Coordinator is responsible for project management of a diverse array of projects and programs including: reducing Non-Point Source (NPS) pollution, increasing landowner awareness of environmental issues that affect lakes, and monitoring and controlling invasive aquatic species.

This position is primarily responsible for managing and contributing to the following functions:

- Meeting with landowners, municipal officials, and developers to offer suggestions on how to mitigate erosion, stormwater, and drainage;
- Reviewing development plans to ensure compliance with state and local zoning ordinances;
- Assisting landowners to navigate a regulatory framework while ensuring an environmentally friendly end product;
- Overseeing a summer crew dedicated to invasive aquatic species removal in nearby lakes; and
- Other duties as assigned.

### Preferred Qualifications

- Bachelor's in biology, ecology, environmental engineering, environmental science or related field.
- At least 2+ years of experience in a related environmental field with plant identification knowledge or skills.
- Supervisory experience in managing the work of diverse teams, demonstrating taking specific actions to enable the team to function effectively and efficiently.
- Proficient project manager, willing to take on multiple tasks simultaneously and perform at high levels, organized, and detail-oriented.
- Ability to plan, organize, establish, and monitor project schedules and meet grant reporting deadlines.
- Ability to direct work assignments, set priorities, delegate tasks, analyze situations, and make qualified decisions.
- Ability to work both independently and in a collaborative team environment.
- Excellent communication skills.
- Strong presentation skills.
- Proficient in MS Office (eg, Word, Excel, PowerPoint), and experience with mapping software (such as ArcGIS)

Preferred Qualifications:

- Strong technical skills.
- Knowledge of local and state regulations.
- Previous NPS project experience.
- SCUBA certification.

Job type: Full-time

Must be authorized to work in the United States on a full-time basis for any employer.

Interested parties should submit a cover letter and resume to Colin Holme, [colin@leamaine.org](mailto:colin@leamaine.org).