



## Land and Community Heritage Investment Program (LCHIP) Seeks PT Office Manager

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The New Hampshire Land and Community Heritage Investment Program (LCHIP) seeks a dynamic individual to join its small, high-functioning team as the part-time Office Manager. A critical member of the LCHIP team, the Office Manager works independently and with other staff members to ensure the program's seamless operation by carrying out a wide variety of administrative, programmatic, and technological duties.

The successful candidate will be well organized and energetic, will demonstrate initiative, attention to detail, and strong verbal and written communication skills, will be proficient with Microsoft Windows OS and the Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint), and will have the capacity to manage information technology and computer operations in conjunction with contract consultants. Familiarity with Constant Contact and Microsoft QuickBooks and an interest in historic preservation or natural resource conservation is preferred, but not required.

### Responsibilities Include:

- Managing Information/computer technology, with contract consultants and other staff, including:
  - purchase, setup, and maintenance of computer hardware and software; network security and administration; secure data backup,
  - administration of LCHIP's website and web-based grant management system, and
  - delivery of training and support to internal and external users, as needed.
- Coordinating production, distribution, and tracking of external communications, including a monthly e-newsletter and occasional press releases.
- Generating quarterly board meeting minutes, occasional presentations and reports, and routine correspondence.
- Answering phones, responding to email, processing mail and managing paper and electronic files.
- Planning 7-9 meetings and small events annually.
- Managing supply and equipment inventories, vendor contracts and office facilities.

This is a part-time (29-hours/week maximum) position based in LCHIP's Concord NH office offering flexible scheduling, paid time off, and an hourly wage between \$19 - \$21/hr. commensurate with experience. Limited remote work options may be available for the right candidate. Possibility of full time employment in the future.

Submit cover letter and resume to [PBellemore@LCHIP.org](mailto:PBellemore@LCHIP.org), subject line "Office Manager Search". Do not mail. No phone calls, please. Interviews will begin in mid-October and continue until the position is filled.

### LCHIP is an Equal Opportunity Employer.

LCHIP is an independent state authority that provides matching grants to New Hampshire communities and non-profits to protect and preserve the state's most important natural, cultural and historic resources. Its legislatively mandated mission is to ensure the perpetual contribution of these resources to the economy, environment, and the quality of life in New Hampshire. All funding for LCHIP grant-making and administrative costs depends on the state budget process. For more information, see [www.lchip.org](http://www.lchip.org).