

LCHIP

Land & Community Heritage
Investment Program



Operations Coordinator (Part time)

The Operations Coordinator ensures LCHIP's seamless operation by performing a variety of administrative, communications, and programmatic duties. A critical member of the LCHIP team, the Operations Coordinator reports to the executive director and supports other staff as directed. In addition to the duties described below, the Operations Coordinator may assist in other areas as time and ability permit.

Administrative

- Source and purchase all supplies and services; maintain LCHIP's office space and equipment in good working order and manage vendor relationships and records
- Serve as liaison to contract IT consultant, ensure data/IT security procedures are maintained
- Arrange remote and in-person meetings, workshops, webinars, and site visits; coordinating technology, catering, travel, and other logistics for 7 full-day meetings, 3-6 committee meetings, 50-75 site visits and 2-5 workshops/webinars annually
- Prepare and distribute materials and minutes for 5-7 Board of Directors meetings each year
- Receive visitors, manage incoming and outgoing mail, and respond to general inquiries received via phone or email, directing to other staff as appropriate

Communications

- Maintain LCHIP's website ensuring current, accurate, and useful content is clearly presented to users
- Coordinate production and distribution of a monthly e-newsletter, tracking usage-statistics and providing recommendations to improve impact
- Assist in developing external communications including infographics/dashboards, legislative reports, press releases, media announcements, and legislative testimony

Programmatic

- Manage annual grant and operations calendar; establishing and communicating work processes and timelines and coordinating other staff to ensure functional work flow and timely task completion
- Monitor and support post-grant compliance, utilizing LCHIP's Grant Management System (GMS) to track, receive, review and report on required post-grant submissions

- Provide technical assistance to LCHIP staff, applicants, evaluators and grantees in utilizing the GMS to maximize realization of system benefits and improve grantee and evaluator experience

The successful candidate will

- find gratification in assisting community groups and non-profit organizations to conserve and preserve historic, natural, and cultural resources across New Hampshire
- enjoy working in a small office environment as part of a busy, high-functioning 5 to 7 person-team,
- be well organized and energetic, demonstrating initiative, attention to detail, and strong verbal and written communication skills,
- enjoy organizing, systematizing, and managing work processes in a team environment;
- be able to independently prioritize tasks, maintaining focus on and advancing short, mid-and long-term initiatives over time
- be proficient in or demonstrate the ability to learn programs and technologies used regularly: e.g., Microsoft Office products, Joomla, Constant Contact, Foundant Grant Lifecycle Manager, Adobe Acrobat.

This part-time (29-hours/week maximum) position based in LCHIP's Concord NH office is available immediately and offers flexible scheduling, paid time off, and an hourly wage of \$20/hr. Hybrid work options will be considered for the right candidate.

Submit cover letter and resume to [Cassie Bernyk, Officemgr@lchip.org](mailto:Cassie_Bernyk_Officemgr@lchip.org), subject line "Operations Coordinator Search". Do not mail, and no phone calls, please. Interviews will be scheduled with qualified candidates immediately. The position will remain open until filled.

LCHIP is an Equal Opportunity Employer and 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. For more information, see LCHIP.org.