

# New Hampshire Rivers Council

## Position Description

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**Title:** Program Administrator

**Reports to:** President of the Board

**Position location:** New Hampshire Rivers Council headquarters, 54-207 Portsmouth Street, Concord, NH

**FLSA status:** Non-exempt

**Employment status:** Part-time, up to 20 hours per week

**Benefits offered:** N/A

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### Position Summary

This position is responsible for administering the essential office functions of the New Hampshire Rivers Council. We are looking for a self-starter with an enthusiasm for river conservation and restoration.

### Essential duties and responsibilities

The essential functions include, but are not limited to the following:

- Provide administrative support to Board of Directors
- On a regular basis check voice mail, e-mail, regular mail and return calls and emails
- Process member renewal mailings and new member solicitations
- Process payments received in membership software
- Track grant deliverables and budgets including drafting and submitting grant reports
- Develop, edit, and submit grant applications
- Manage the annual Wild & Scenic Film Festival
- Perform related office work such as typing, filing, and sorting mail distribution
- Support committee and board meetings and communication
- Use applicable software programs to create, letters, and other business-related documents
- Other duties as assigned

Compensation will be based on the skills and experience of chosen applicant.

### Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

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The New Hampshire Rivers Council is an equal opportunity employer. No applicant for employment shall be subjected to discrimination because of race, color, sex, national origin, religion, disability, age, reprisal for engaging in anti-discrimination activities, protected genetic information, sexual orientation, or parental status.

**Legal Disclaimer:** This document is intended for informational purposes only and by no means should replace or substitute other legal documents (governmental or non-governmental) reflecting similar content or advice. If you have legal questions concerning your situation or the information provided, you should consult with an attorney.

May 22, 2013.