



Seasonal LakeSmart Program Assistant

Job Description

Maine Lakes

May – September 2026

Job Title: Seasonal LakeSmart Program Assistant
Location: Yarmouth office with hybrid option
Requires frequent travel within 2 hours of Yarmouth
Compensation: \$22/hour with paid holidays
Dates: 30-35 hours/week from May 1 to September 30, 2026 (flexible)
Supervisor: Andrea Stevens, LakeSmart Program Manager

Summary of Position:

[Maine Lakes](#) is a statewide membership organization dedicated to lake conservation through education, outreach, and advocacy. Formed as a nonprofit charitable organization in 1970, Maine Lakes catalyzes and supports grassroots lake associations; collaborates with watershed organizations across the state; provides science-based lake and watershed information to the public, lake communities, and decision-makers; and promotes science-based watershed stewardship and responsible land use to protect water quality. We have a small staff of four.

As the flagship program of Maine Lakes with a 20-year history, [LakeSmart](#) is an education and outreach program that rewards lakefront homeowners who manage their land to protect the water quality of their lake. Trained volunteers (evaluators) visit properties of participating homeowners to assess and document areas of runoff and erosion and offer site specific recommendations for keeping nutrient-laden runoff from reaching lakes and ponds. The program is free, educational, voluntary, confidential, and non-regulatory.

The LakeSmart program is seeking a Seasonal Assistant to help our team support more than 100 volunteers in lake communities across the state, contribute to developing new outreach materials, and assist with strategic initiatives to grow the program.

Responsibilities:

Volunteer Support (30%)

- Participate in and assist with LakeSmart volunteer training and homeowner visits to become familiar with the LakeSmart property evaluation, entering data and photos, Best Management Practices, and shoreland regulations.

- Respond to questions from volunteers related to scoring water quality standards, submitting evaluations, homeowner reports, and other LakeSmart topics.
- Compile, deliver or send outreach materials and supplies to LakeSmart teams.

Data Review and Management (20%)

- Become familiar with navigating ArcGIS Survey123, our statewide database of LakeSmart evaluation data.
- Review evaluations for consistency and accuracy.

Communications and Outreach (25%)

- Assist with preparing new outreach resources/communications for homeowners including (a) an e-newsletter highlighting LakeSmart practices and success stories from the field; (b) LakeSmart case studies of properties showcasing homeowners who have improved their properties using Best Management Practices; (c) pamphlets, booklets, or fact sheets to educate homeowners about lake-friendly Best Management Practices.

Other Projects and Opportunities (25%)

- Assist with identifying new lakes for program growth.
- Participate in site visits and help with guiding homeowners interested in planting shoreline buffers.
- Attend and support the Maine Lakes Conference in June (Orono).

Requirements:

- A background (bachelor's degree) in natural resources, environmental management, or lake science, and/or a strong interest in protecting Maine's lakes.
- Strong oral and written communication skills.
- The ability to manage time and tasks effectively and demonstrate a strong work ethic.
- Experience working with volunteers.
- Experience using Microsoft Word, Excel, Outlook, Constant Contact, Microsoft Teams. Working knowledge of ArcGIS online is a plus.
- Willingness to use personal vehicle (mileage reimbursed) to visit lakes in central and southern Maine.

Please email a resume and cover letter in one pdf to Andrea Stevens astevens@lakes.me. Applications will be reviewed immediately upon receipt until the position is filled.

Maine Lakes makes employment decisions without regard to age, color, race, religion, sex, sexual preference, national origin, genetic information, physical or mental disability, or any other protected status. Our commitment to equal opportunity employment reflects our goal to treat all employees and applicants with dignity and respect.