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**New Hampshire Association of Conservation Districts
Envirothon Coordinator contract opportunity announcement
August 13, 2007**

Background

The New Hampshire Association of Conservation Districts is seeking an individual to serve on a contract basis (approximately 10 hours per week) to manage the New Hampshire Envirothon, a high school academic competition conducted by the Association. NH Envirothon is an independent program for New Hampshire that also participates in an international level North American competition sponsored by Canon, where students on state and provincial teams compete for recognition and scholarships by demonstrating their knowledge of environmental science and natural resource management.

In both the New Hampshire and the Canon Envirothon programs, teams of five high school students exercise their natural resources knowledge and problem-solving skills in competitions centered on four universal testing categories (soils/land use, aquatic ecology, forestry, and wildlife), as well as specific current environmental issues. Specific information on the programs may be found at NHACD.org and envirothon.org. The New Hampshire state training and competition normally take place in April and May with the Canon Envirothon North American competition in late July. Planning and fundraising for these events requires a low-level year 'round effort in conjunction with this contract position. It includes all facets of running the NH Envirothon program including fundraising; volunteer scheduling and management; site selection; food and general logistics; school and team coordination; and learning materials oversight.

Requirements

The ideal candidate will be an organized, self-motivated team player with technical and program management skills, and leadership experience with a science and education background and strong written and oral communication skills. The candidate may work from home but must have a computer and basic word processing and spreadsheet skills to conduct the NH Envirothon.

The Envirothon Coordinator is expected to raise all of the revenue necessary to administer the program and pay contract compensation and expense reimbursements. Successful candidates should have the following qualities and skills:

- Conversant with natural resources, their management in New Hampshire, and relevant state and federal agencies and nonprofit organizations;
- Experience working with students, faculty, academia, and government scientific agencies.
- Ability to work with and coordinate diverse technical committees;
- Willingness to be a hands-on and fully functioning program coordinator and administrator on a contract basis;
- Ability to solve problems and adapt program management to changing conditions;
- Willingness to travel in New Hampshire and to other US states and Canadian provinces.

Statement of Qualifications procedure and due date

Complete statements of qualifications shall include:

- Cover letter summarizing the candidate's interest in the contract opportunity;
- Résumé with an emphasis detailing experience relevant to the contract opportunity;
- Statement (not to exceed two pages) detailing the candidate's qualifications in the fields of fundraising, education, curricula design, project coordination, event planning, and working with academia, agencies, nonprofits, and other natural resource organizations; and
- Names and contact information for three professional references.

Statements of qualifications shall be emailed to EnvirothonRFP@nhacd.org no later than 5:00 PM ET on by September 23, 2007. No other submission formats will be accepted.

Questions about this contract opportunity may be directed to Herb Vadney, Envirothon Coordinator, at 603.279.1411.