

Coastal Conservation Coordinator Job Description

SUMMARY

The [Seabrook-Hamptons Estuary Alliance](http://www.shea4nh.org) (SHEA) is a non-profit, volunteer-based organization whose mission is to help the NH communities bordering the Hampton-Seabrook Estuary (Hampton, Seabrook, Hampton Falls) preserve, protect, and become more informed about the Estuary's health, potential, and future threats and its valuable ecosystem services.

SHEA is the sub-recipient of a NHDES Coastal Program's NOAA Project of Special Merit to pilot a first-of-its-kind part-time Coastal Conservation Coordinator (Coordinator) dedicated to providing the Hampton, Hampton Falls, and Seabrook Conservation Commissions with technical support and guidance. In consultation with each of the Conservation Commissions and with support from SHEA's project lead and technical guidance from the Rockingham County Conservation District, the Coordinator's efforts will focus on:

Primary Tasks

- Advancing land protection through the development of a land conservation strategy focused on privately-owned parcels in or adjacent to the Hampton-Seabrook Estuary
- Strengthening conservation land stewardship practices by standardizing land conservation monitoring protocols and tracking methods

Secondary Tasks

- Reviewing and providing input on proposed wetland permits and associated plans for compliance with land use and conservation-related regulations
- Reviewing town wetland ordinances for opportunities to strengthen natural resource protection.

This position involves a combination of office work that can be performed remotely, occasional field visits, and attendance at a minimum of three evening meetings per month.

The anticipated time frame for this position is between December 1, 2023 - January 1, 2024, through March 31, 2025. The work is funded for approximately 20 hours a week at \$25 per hour, including 5 weeks of PTO (sick, holidays, and vacation time). SHEA is actively seeking additional funding opportunities to continue this position beyond 15-16 months.

PRIMARY TASKS (80%)

1. Develop Town-Specific Conservation Land Plans (60%)

Work with each Commission to develop a strategic plan that identifies land conservation priorities and a range of strategies for advancing those priorities as they apply to privately-owned parcels in or adjacent to the Hampton-Seabrook Estuary.

Activities include but are not limited to:

- Collecting Baseline Information
 - Review existing planning documents related to historic and current land conservation efforts and relevant regional reports and research regarding threatened or endangered



aquatic and terrestrial wildlife, critical ecosystem services, and opportunities to connect or expand critical habitats and wildlife corridors.

- Planning and facilitating a series of Conservation Commission discussions to develop consensus-based criteria for identifying and prioritizing potential properties for land acquisition or conservation easement.
- Creating maps and/or a GIS layer of high-priority land conservation areas.
- Developing standard procedures for initiating and completing land acquisitions, conservation easements, and adding deed restrictions
 - Support Commissions by initiating contact or moving a current land acquisition or conservation easement project forward.
- Identifying Public Engagement and Outreach Activities
 - Develop outreach materials to help increase awareness and garner support for land conservation efforts.

2. **Develop a Conservation Land Monitoring Protocol (10%)**

This monitoring protocol will complement the land conservation plan by compiling and/or updating each Conservation Commission's current conservation land monitoring and tracking procedures. The Rockingham County Conservation District will provide additional technical support and guidance to support the development of an outline of a conservation land monitoring schedule and reporting requirements.

- Update or create an Excel spreadsheet/database of existing town-owned conservation lands.
 - Review available information on Town-owned parcels and easements, such as deeds and surveys, to create or update a conservation land database.
 - Identify conservation properties with insufficient information for monitoring for the Commission to further investigate.
- Identify a recommended monitoring schedule and standard reporting requirements.

3. **Conservation Commission Meeting Attendance (10%)**

Attend meetings and site walks as necessary to support primary and secondary tasks in each of the three towns.

SECONDARY TASKS (20%)

Based on the needs identified by each Conservation Commission, additional time may be spent on one or more of the following activities.

1. **Grant Application Support**

- Identify potential funding opportunities to support land conservation efforts and provide application development support.

2. **Permit and Plan Reviews**

- Upon request by the Conservation Commission, review site plans, subdivision plans, and local wetland permit applications and associated plans for compliance with Town Wetland regulations.
 - Provide a written summary of technical comments and concerns for each plan and application reviewed.



- When deemed appropriate by the Commission, present technical comments to other local boards such as Technical Review Committee, Planning Board, or Zoning Board.

3. Wetland Ordinance Review

- Help the Commissions draft, review, and present Wetland Ordinance modifications and additions that strengthen the protection of towns' natural wetland resources. This may also include developing outreach materials about the proposed amendment.

QUALIFICATIONS AND EXPERIENCE

The ideal candidate will be self-motivated with strong verbal and written communication skills and the ability to work effectively and collaboratively with various groups. They should also have strong organizational and analytical skills and the ability to manage multiple projects and facilitate discussions. The candidate shall have a working knowledge of Microsoft Office products, GPS and GIS systems, and the ability to learn new software products when necessary. The preferred candidate will have 1-3 years of experience with land conservation planning and/or environmental regulation interpretation and compliance or similar experience.

Educational Requirements – A Bachelor's degree from an accredited college or university in environmental science, resource protection, natural resource management, soil science, or other related natural resource field, or a combination of an Associate's degree with continuing education and relevant work experience.

TO APPLY

This position is open until filled. To apply, please submit a resume and cover letter to Rayann Dionne, Executive Director, at rdionne@shea4nh.org.