



SUMMER COMMUNITY EVENTS ASSISTANT

Position Summary: Coastal Mountains Land Trust (CMLT) is seeking a motivated and energetic person to join our team as a Summer Community Events Assistant. This part-time, seasonal, paid position is 20 hours per week, for 8 - 10 weeks beginning Wednesday, July 1.

This role supports CMLT's community engagement programming and includes both indoor and outdoor work, coordinating, promoting, and hosting events. Responsibilities include the logistics of setting up and taking-down events, serving as a representative of the Land Trust, engaging with the public, and building relationships with community partners.

Compensation is \$16 - 20/hour, depending on experience level. Mileage will be reimbursed at the standard IRS rate.

Position Specifics:

The work week will primarily be Wednesday through Friday, 10:00 a.m. to 4:00 p.m.; however, this position includes our Arts on the Hill Concert series (and other free events), which takes place in the evening. There will also be occasional morning and weekend events. This position will be based out of the CMLT Camden office, with some work taking place across the 16 towns in our service region. Most of the events will be at our Beech Hill Preserve in Rockport.

Work and Responsibilities:

1. **Event Support:** Assist with hosting free and public events on CMLT preserves, such as the Blueberry Community Free Pick, Arts on the Hill (free concert series), Outdoor Learning Retreats for educators, and our Happy Wanderers monthly hikes. Work may range throughout our service region, but most of the events will be at our Beech Hill preserve in Rockport. Some morning/evening and weekend work will be required.
2. Support CMLT's Beech Hill Docent Program by creating a summer calendar and re-stocking supplies for the open house hours of the Beech Nut, the historic stone hut on top of Beech Hill.
3. **Promotion and Communications Assistance:** Assist with promoting events and supporting CMLT's social media presence. Responsibilities include posting event advertisements at preserves, sharing information with local businesses, photographing events, and organization of photos for future use.
4. **Additional Responsibilities:** Other duties may be assigned as needed to support various aspects of the organization's programs, including self-directed community engagement offerings, stewardship support, and related activities.

Required Qualifications:

- Possess a respectful, collaborative, and curious approach to work
- Experience organizing, managing, and hosting public events
- Ability to help and respectfully interact with volunteers and members of the public
- Ability to work independently, outdoors and in the office, and a willingness to learn new skills
- Ability to communicate and work effectively in a vibrant and collaborative team atmosphere
- Strong verbal and written communication skills
- Physically able and willing to work outside for up to 8 hours
- Experience with basic computer systems, Microsoft Suite, email, Google Drive, and social media
- Valid driver's license and use of personal vehicle with proof of insurance (mileage will be reimbursed)
- Working cell phone

To Apply:

Please email info@coastalmountains.org, with the subject line "**Summer Community Events Assistant**", a resume, two to three references, and one-page cover letter explaining your interest in this position as a single PDF. Application deadline: Friday, April 3.

About Coastal Mountains Land Trust

CMLT is a non-profit land conservation organization with the mission to permanently conserve land for the benefit of the natural and human communities of the western Penobscot Bay region. Since 1986, we have conserved more than 13,500 acres of land with 40 preserves and 68 conservation easements. We maintain over 55 miles of trail on our preserves for public use.