



# Lake Lanier Association

a 501(c)3 nonprofit organization

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## PROGRAMS COORDINATOR

### ORGANIZATION BACKGROUND

The Lake Lanier Association (LLA) is a 501c3 nonprofit organization with a mission to ensure a Clean, Full, and Safe Lake Lanier. Through action, education, and advocacy the LLA protects and preserves Lake Lanier with on-lake initiatives. LLA is most known for our annual shoreline cleanup, Shore Sweep, which annually removes 80+ tons of trash from Lanier and engages over 1,200 volunteers. LLA also maintains twelve Life Jacket Loaner Stations, three miles of Rip Rapped Shoreline, 300 Solar Lights on hazard markers, conducts monthly water quality testing, and promotes boating safety resources for lakeside living and partners with local authorities to execute our mission. Since 1966, LLA has been the premiere advocate for Lake Lanier and all who live, work, and play on North Georgia's most valuable resource. In 2026, the LLA is commemorating its 60<sup>th</sup> anniversary with multiple celebrations and campaigns to support the on-going work of the organization and impact on Lake Lanier.

### JOB DESCRIPTION

*Lake Lanier Association is seeking a passionate individual to assist with the planning and execution of its on-lake programs. The Program Coordinator will be responsible for providing support to the LLA staff under the direction of the Executive Director. The role will include project management and outreach, as well as engagement with community partners, donors, volunteers and the internal team. The Program Coordinator must be highly motivated, self-starting, professional and organized, with a desire to learn in an environment that is fast-paced and dynamic. A passion for nonprofit volunteer organizations is a plus.*

### PRIMARY DUTIES

The Programs Coordinator will be responsible for the following duties assigned, self-initiated, and through group collaboration:

- Assist with program planning and execution. Including but not limited to:
  - Life Jacket Loaner Stations – Monitoring stations, organizing life jacket inventory, volunteer coordination.
  - Shore Sweep – Coordinating vendors or sponsors for cleanup materials, such as heavy equipment, volunteer engagement, or supply inventory. Includes involvement in the Shore Sweep Captain's dinner, held in September (pre-event training meeting).
  - Adopt-a-Lake (water quality testing) – As needed, support the execution of water testing on-lake. Requires knowledge and access to Lake Lanier by boat. Collecting samples from volunteers, taking samples to lab for evaluation, etc.
  - Project Armor – Researching contractors and native plant materials, coordinating with vendors, and supporting the program as needed.

- See Something, Say Something – Organize, respond, and manage inquiries from the online “Report a Problem” form. Including filing documents related to each report, coordinating solution with LLA staff, board, or strategic partners, and providing status updates as needed.
- Assist with maintaining the storage facility for program materials.
- Attend day-of events and assist the team during Shore Sweep, 60<sup>th</sup> Anniversary Gala, Volunteer Appreciation Dinner, and other events as needed. Some nights and weekends required.
- Assist LLA with general office tasks and initiatives.

Ideally, the selected individual is available to attend the following events –

- **Saturday, September 12<sup>th</sup>** – One of the following:
  - **Weller Day:** In partnership with Freedom Waters Foundation, this event provides therapeutic boating to children with special needs and veterans. LLA supports this event annually with courtesy life jackets for attendees.
  - **Elachee Nature Science Center’s Wildlife Festival:** This event focuses on celebrating all forms of wildlife- reptiles, raptors, urban wildlife, etc.- as well as a heavy focus on local conservation organizations, both for-profit and non-profit. Engaging over 900 attendees.
- **Saturday, September 19<sup>th</sup> – Shore Sweep:** LLA’s shoreline cleanup, engaging 1,000+ volunteers, annually removing 80+ tons of trash from Lake Lanier.
- **Wednesday, October 28<sup>th</sup> – Volunteer Appreciation Dinner:** LLA’s annual event to show appreciation for our volunteers. Brings together Shore Sweep site captains, life jacket loaner station monitors, and water quality testers for a night of food, drink, giveaways, and speeches.
- **Thursday, November 12<sup>th</sup> – 60<sup>th</sup> Anniversary Gala:** Celebrating the LLA’s milestone year, the evening is set to commemorate our growth since 1966 and fundraise for the future endeavors of the organization.

#### **PREFERRED SKILLS AND EXPERIENCE**

- Minimum of a high school diploma, associate’s degree, or equivalent required with excellent written and verbal communication skills.
- Previous experience in environmental sciences, conservation, or similar roles/coursework preferred.
- Experience with nonprofit or organization involving extensive interaction with public and donors is highly desirable.
- Must be a self-starter with high energy.
- Close attention to details.
- Ability to complete multiple projects at once.
- Excellent organizational, problem-solving, and interpersonal skills.
- Firsthand familiarity with Lake Lanier, boating, and general area preferred.
- Flexibility with schedule and job responsibilities.
- Ability to think strategically, open-mindedly, and create and accept change when necessary.
- Experience or the ability to learn: Microsoft 365 (Outlook, Word, Excel, PowerPoint, etc.), Google Workplace (documents, spreadsheets forms, etc.), Canva Pro, Zoom, and Donor CRM platform - CharityEngine (used for event registrations, such as Shore Sweep).
- Valid Georgia Driver’s License.

**HANDS ON POSITION:** Lifting up to 50lbs required for program support and event setup, as needed.

**SALARY:** \$15-\$20 an hour and 15-30 hours a week. Commensurate with experience and qualifications.

Hours of operation are Monday-Friday, 9am-5pm. This role will be hybrid in nature, allowing for the work related to this role to be completed in-office and in the field. Some nights and weekends will be required depending on the planned schedule of events. Schedule to be set/approved by the Executive Director.

This role is a temporary employment opportunity with the Lake Lanier Association, July – December 2026. Extension opportunities may be offered.

**BENEFITS:** We offer a cell phone stipend, mileage reimbursement, overtime pay and / or comp-time when applicable.

**PAID TIME OFF:** This position is not eligible for PTO. The LLA Office is closed for the following Holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Years Eve.

Candidates that make it to the second-round interviews will be asked to provide three references. LLA will also provide current schedule of events to these candidates for consideration.

A background check and references will be required for final candidates.

Lake Lanier Association is an equal opportunity employer and considers candidates for employment without regard to race, color, national origin, religion, age, disability or gender.

**TO APPLY:**

Email all materials to: [jobs@lakelanier.org](mailto:jobs@lakelanier.org)

1. Cover Letter
2. Resume

In Subject Line: "Name," "Position Application"

Example: John Smith, Programs Coordinator

**TARGET START DATE:** July 2026