



MOUNT WASHINGTON[®]

OBSERVATORY

Position: Seek the Peak Logistics Assistant

Reports To: Development Coordinator

Updated: February 2026

Supervises: NA

Job Summary

Mount Washington Observatory (MWOBS) is a nonprofit, member-supported research and educational institution that has operated a weather station on the summit of the Northeast's highest peak for over 90 years. The Seek the Peak Logistics Assistant is a seasonal role assisting the Development Coordinator in planning, coordinating, and facilitating MWOBS's biggest community fundraising event, Seek the Peak, which takes place on July 18, 2026.

This role will also support the External Affairs team by managing a wide range of logistical, administrative, and on-the-ground needs before, during, and after the 26th annual Seek the Peak. The ideal candidate is highly organized, flexible, and proactive, with strong communication skills and the ability to problem-solve independently. This person will work with staff, volunteers, participants, sponsors, vendors, and community partners and should bring a positive, can-do attitude to a fast-paced event environment. This is a full-time, seasonal position running from April 1, 2026 through July 31, 2026. Hours are expected to average 30 hours per week in April through June, then increase to approximately 40 hours per week in July.

Please send a cover letter, resume, and three references to MWOBS at jobs@mountwashington.org to be considered for this position, which remains open until filled. Responsibilities associated with this role include, but are not limited to, the following:

Primary Duties and Responsibilities

Event Planning & Logistics Support

- Assist the Development Coordinator with overall planning, execution and follow up of Seek the Peak logistics.
- Support pre-event, day-of event operations, including setup, breakdown, and on-site coordination.
- Assist with preparation of internal planning documents, schedules, and briefing materials for staff and volunteers.

Volunteer Coordination

- Support coordination of Seek the Peak volunteers.
- Assist with volunteer role assignments, schedules, and confirmations.
- Serve as a point of contact for volunteers during day of event.

Sponsor & Vendor Coordination

- Assist with pre-event sponsor coordination and communication.
- Assist with day of event sponsor-related logistics, including activity zones, signage, materials, and on-site needs.
- Assist with local business cultivation and prize tracking, collection and organization with staff support.
- Support post-event wrap-up tasks, including data organization and documentation for future reference.

Team & Administrative Support

- Provide general support to the Development Coordinator and other members of the External Affairs team as needed.
- Support communication and marketing outreach.
- Attend internal planning meetings and assist with agendas, notes, and follow-up tasks.
- Pitch in on miscellaneous tasks as needed to ensure the overall success of the event.

Knowledge, Skills, and Abilities

- Experience planning and supporting large nonprofit and/or corporate events preferred.
- Strong commitment to excellent customer service and positive participant, donor, and volunteer experiences.
- Excellent written and verbal communication skills.
- Strong organizational, project-management, and time-management skills.
- Ability to prioritize, multitask, and meet deadlines with minimal supervision.
- Highly detail-oriented with strong follow-through.
- Demonstrated problem-solving skills and adaptability in a dynamic environment.
- Ability to work both independently and collaboratively as part of a team.
- Willingness to pitch in wherever needed.
- Positive attitude and sense of humor, a plus.

Work Environment

This position is based at the Mount Washington Observatory's office in North Conway, NH. Some limited travel will be required at times, including to the summit of Mount Washington and Wildcat Mountain for event and other cultivation activities. Physical labor is required, including lifting boxes, carrying tables, and other work. **On-site availability is necessary to perform this role but some flexibility to work remotely will be possible.**

Hire/Fire Responsibility

This position has no hire/fire responsibility.

Employment at Will

This job description does not constitute an employment agreement between MW OBS and employee and is subject to change as needs evolve