State of New Hampshire Jobs — Environmental Services Support Coordinator — Boston, MA, USA

Hiring organization
State of New Hampshire

Employment Type

Industry
Environmental Services

Job Location
Boston, MA, United States

Date posted
November 17, 2026

Valid through
2026-11-22

Description

An Environmental Services Support Coordinator combines routine coordination with hands-on environmental services responsibilities, a useful career area linked to State of New Hampshire in Boston, MA, USA. Typical tasks include coordinating environmental inspection schedules and compiling program service correspondence, with clear handovers helping the team stay on track. Skills in environmental services and scheduling, alongside good communication, make this type of work easier to manage.

Responsibilities

- Coordinate environmental inspection schedules.
- Compile program service correspondence.
- Check records and timelines against the applicable program procedure.
- Share work updates and close out records when each task is complete.

Qualifications

- Practical familiarity with environmental services and scheduling.
- Ability to organize information and communicate clearly with colleagues or service users.
- Attention to accuracy, deadlines, and established operating procedures.

Experience

A background in environmental services, academic projects, or related service work provides useful preparation for environmental services support coordinator responsibilities.

Skills

environmental services, scheduling, document control, communication, organization, accuracy

Career Information

Explore the State of New Hampshire official website for organization and career information.