

Hampden-Hampshire and Franklin Conservation Districts

Position Title: Administrator

Position Type: Part-time (hourly contractor)

About Hampden-Hampshire and Franklin Conservation Districts:

Hampden-Hampshire and Franklin Conservation Districts (HHCD and FCD) are state-mandated agencies whose mission is to support local agriculture and environmental sustainability in Hampden-Hampshire and Franklin Counties through education and in cooperation with the USDA Natural Resources Conservation Service. The HHCD and FCD are each governed by a board of elected, volunteer members and are among the more than 3,000 conservation districts across the country. They receive funding through grant opportunities to expand their programming and institute new conservation programs for local farmers and forest owners. The HHCD and FCD are eager to hire an individual for the shared role of Administrator.

Position Summary:

We are seeking applications for the current opening of part-time Administrator. The ideal candidate for this dynamic position will be an important part of an evolving conservation group. The administrator will perform basic office tasks such as preparing meeting agendas, recording and publishing minutes, organizing board meetings and working with board members and district staff, organization of documents electronically, responding to inquiries, and generating reports. In addition, the administrator will be responsible for payroll and other human resource tasks. Lastly, the administrator will be responsible for writing and submitting grant applications, grant reporting and grant accounting. This position is funded by grants provided by the Commonwealth of Mass Executive Office of Energy & Environmental Affairs.

Responsibilities:

- Perform clerical and administrative assistance to HHCD's and FCD's boards.
- Monitor email, mail, and phone communications and update District websites.
- Write reports, input data, and keep a detailed log of relevant District documents.
- Maintain orderly HHCD and FCD office materials, including a structured electronic filing system for organizing financial, legal and program documents.
- Assist in management of financial documents, treasury reports, annual financial audits and all relevant district accounting.
- Submit payroll and manage tax and unemployment accounts.
- Maintain communications with public and state entities, including the Massachusetts Association for Conservation Districts (MACD), the USDA's Natural Resource Conservation Service (NRCS), and the Executive Office of Energy and Environmental Affairs (EEA).
- Understand the Massachusetts's Open Meeting Law and have meeting documents, including minutes and agendas, available to the public both digitally and within the office.
- Assist the board with recruitment of new board members, called Supervisors.

Grant Activities

- Seek funding opportunities that will promote programs in line with the mission of HHCD and FCD.
- Maintain a timeline of relevant grant applications reports and their respective due dates.
- Prepare grant applications in collaboration with the board members and relevant partners.
- Keep accurate and detailed records of grant funded programs.
- Submit complete and orderly paperwork related to grant reimbursements and reporting.
- Develop and manage an accounting system for grant funds.
- Assist in grant reporting.

QUALIFICATIONS:

Required Experience and Skills:

Education & Work Experience:

- Minimum of Associates degree in business administration or related field.
- Minimum two-years relevant work experience.
- Grant writing and reporting experience.
- Experience in accounting.

Skills:

- Clear and competent writing style.
- Demonstrated organizational skills, knowledge of general business practices, the ability to respond to demands efficiently and operate independently.
- Exceptionally detail-oriented, a self-starter, who practices effective time management.
- Ability to work with and communicate professionally with the public and partnering organizations.
- Ability to multitask, meet deadlines and maintain accuracy.
- Computer proficiency, including Microsoft Office, and Google Suite.
- Competency in record-keeping, bookkeeping and handling important legal documents.
- An appreciation for/understanding of the importance of land, water, and soil conservation.

Details:

- Job Type: Part-Time Hourly Contractor – 20-25 Hours per week (possibility of more hours if desired)
- Position mostly remote with occasional in-person meetings. Must be able to drive to the HHCD office in Hadley periodically to retrieve mail and other materials.
- Starting Pay: \$18-22 per hour based on experience.
- Occasional employer-funded professional development opportunities.
- Laptop computer provided.

- Applicant must be available for monthly board meetings, which may be scheduled during the evening.

To Apply:

To be considered for the position, email application to hampdenhampshireconservation@gmail.com Include a cover letter, resume, and contact information for three professional references. Applications without a cover letter will not be considered. All inquiries & materials submitted are confidential. Applications to be accepted until October 29th, 2021, or until the position is filled. Please, no phone calls.

EEO/AAP Statement:

Hampden-Hampshire and Franklin Conservation Districts provide equal opportunity for all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law. This policy also prohibits employees from harassing any other employee for any reason including, but not limited to, race, religion, sex, national origin, age, or disabled status.