

Hampden-Hampshire Conservation District

Address: 195 Russell Street, Suite B6, Hadley, MA 01035

HHCD email: meghanhhcd@gmail.com

Position Title: Conservation Outreach Coordinator (COC)

Position Type: Part-time: 30 Hours a week (2 days a week required in office for 4 hrs/day)

About Hampden-Hampshire Conservation District:

Hampden-Hampshire Conservation District (HHCD) is a state-mandated agency whose mission is to support local agriculture and environmental sustainability in Hampden and Hampshire County through education and farmer outreach. HHCD is governed by a board of elected volunteer members and is one of more than 3,000 conservation districts across the country. HHCD is eager to hire an individual for the role of Conservation Outreach Coordinator (COC).

General Job Description

The HHCD COC will document client needs and concerns and assist in solving resource concerns by coordinating with local and state programs and providing technical assistance when appropriate. The COC also supports Area-wide efforts to deliver consistent conservation technical assistance and Farm Bill Programs effectively and appropriately. The position requires knowledge of a wide variety of soil conservation, agronomic, hydrologic, biology, and forestry concepts, principles, practices, and methodology in order to assist in resolving natural resource concerns.

Major Duties

- Works with farmers and other landowners to assess needs and assist in addressing resource concerns; provides information concerning federal and state programs; connects farmers and landowners to relevant funding opportunities to assist with conservation activities. Provides customers with consistent information according to established policies and procedures.
- Understands all applicable federal and state programs available to address resource concerns and explains cost-share programs and payment procedures to landowners and farmers.
- Conducts regular follow-up on all customers engaged in practices to address resource concerns.
- Recommends site visits and schedules as necessary with NRCS Staff.
- Develops and provides informational workshops regarding soil and water conservation to farmers.
- Provides technical guidance and assistance to farmers and landowners to resolve issues when appropriate.
- Performs informational duties such as writing stories and news articles; giving talks at meetings; participating in conservation demonstrations; conducting conservation field tours.
- Keeps track of site visit documentation and an updated log of contacts.

Collaboration, Communication & Educational Responsibilities

- Writes news articles and stories, conducts tours, speaks to groups and collects pertinent information to be used to further agency programs. Manages HHCD's Facebook page and contributes to the marketing of the District.
- Handles conflict and problems in dealing with the customer constructively and appropriately. Promotes and maintains communication with liaisons in federal, state, and local agencies and groups to carry out conservation management activities.
- Works as needed with local, state and federal organizations to conduct environmental education on natural resource issues, water quality, and general conservation at workshops, seminars, fairs, and/or assist the Conservation District staff in these activities.

- Participates in regular meetings with HHCD staff and board as well as the Massachusetts Association of Conservation Districts (MACD). Communicates with federal, state, and local agency personnel involved in similar work to coordinate work and avoid duplication. Performs other related duties as assigned.

Supervision, Reporting Structure, Planning and Resource Allocation

1. The COC will report directly to HHCD, in partnership with the HHCD Administrator. NRCS will provide a point of contact and assistance in obtaining security clearance and a laptop if needed.
2. The COC will develop, in conjunction with the HHCD board and the HHCD Administrator, a plan of work with concrete objectives. It is essential that the HHCD COC be able to operate independently and adhere to the completion of weekly & monthly objectives.
3. Job performance will be reviewed for completed work in conformity with policy, the effectiveness of the employee's approach to problem solving, technical soundness, adherence to deadlines and accomplishment of objectives.

Condition of Employment:

Must possess a vehicle and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated to perform the duties of this position. This may require the operation of a motor vehicle in both public and private roads during daylight hours and occasionally after dark.

Required Experience & Skills

1. Applicants must have at least 3 years of relevant experience working in agriculture, natural resources conservation, forestry, soil sciences, or working in a non-profit organization.
2. Knowledge of the principles, concepts, methodology, and practices of soil conservation and related biological and physical sciences.
3. Knowledge of soil properties and characteristics sufficient to interpret land use potential, deficiencies and ability to advise landowners of sound resource conservation techniques.
4. Knowledge of federal, state, and local laws and regulations pertaining to natural resource management. Knowledge of the requirements of the US Farm Bill to advise agricultural producers and rural landowners on participation in Farm Bill conservation programs.
5. Ability to operate computer and software programs to input and extract data.

Educational Requirements

The ideal candidate will possess a bachelor's degree in environmental science, agriculture, natural resources management, forestry, soil sciences, or other land management related subjects OR have an associates degree plus 2 years relevant experience.

To Apply:

To be considered for the position, email applications to meghanhhcd@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 accepted until May 31, or until the position is filled, whichever occurs first.** Please, no phone calls.

EEO/AAP Statement:

Hampden-Hampshire Conservation District provides 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.