

Hampden-Hampshire Conservation District

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

HHCD email: hampdenhampshireconservation@gmail.com

Position Title: Administrative Assistant

HHCD voicemail: (413) 923-3238

Position Type: Part-time

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-Hampshire County through education and in cooperation with the USDA Natural Resources Conservation District. The HHCD is governed by a board of elected, volunteer members and is one of more than 3,000 conservation districts across the country. The HHCD receives funding through grant opportunities to expand their programming and institute a new conservation program for local farmers. The HHCD is eager to hire an individual for the role of Administrative Assistant.

Position Summary:

The Hampden-Hampshire Conservation District is seeking applications for the current opening of part-time Administrative Assistant. The ideal candidate for this dynamic position will be an important part of an evolving conservation group. The administrative assistant will perform basic office tasks such as preparing meeting agenda's, recording and publishing minutes, organization of documents electronically, updating the HHCD website and Facebook pages, responding to inquiries, generating reports, and assisting the treasurer. In addition, the administrative assistant will plan and assist with workshops in cooperation with The HHCD board and its partners. Lastly, the administrative assistant will be responsible for writing and submitting grant applications and reporting. 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 The HHCD's board.
- Monitor email, mail, social media and phone communications.
- Write reports, input data, and keep a detailed log of relevant District documents.
- Perform basic bookkeeping and administrative tasks for The HHCD's rental programs.
- Utilize social media accounts to connect with local groups & promote HHCD programs.
- Maintain orderly HHCD office materials, including a structured electronic filing system for organizing financial, legal and program documents.
- 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 Chair with The HHCD's Annual Meeting.
- Assist the board with recruitment of new board members, called Supervisors.
- Become familiar with The HHCD's Supervisor Handbook.
- Assist the HHCD's Treasurer with financial documents, treasury reports, & annual financial audits.

Programs

- Assist in the planning & coordinating of one-to-five fundraising & educational workshops annually.
- Promote workshops through the usage of flyers, mailings, newsletters, and social media updates.
- Host, or assist with hosting, workshops on agricultural practices & conservation of soil and water.
- Collaborate with local groups & services to expand audiences & enhance the workshop experience.

Grant Applications

- Maintain a timeline of relevant grant applications reports and their respective due dates.
- Prepare grant applications in collaboration with The HHCD board and relevant partners.
- Keep accurate and detailed records of grant funded programs.
- Submit complete and orderly paperwork related to grant reimbursements and reporting.

Qualifications:

Required Experience and Skills:

Education & Work Experience:

- High-School Diploma or GED
- Associates degree in environmental science, business administration, or related field.
- Two-year's experience working in administration, conservation, agriculture, bookkeeping, event coordinating, or related field may be substituted for an associate degree.
- Sense of humor!
- Grant writing and reporting.
- Familiarity with Social Media and leveraging for marketing and promotion.

Skills:

- Demonstrated organizational skills, the ability to multi-task, and operate independently.
- Exceptionally detail-oriented, a self-starter, and have the ability to complete tasks on-time.
- Ability to work with and communicate professionally with the public and partnering organizations.
- Computer & social media proficiency, including Microsoft Office, the Google Suite, & Facebook.
- 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 – 10-20 Hours per week
- Starting Pay: To be determined based on qualification of applicant.
- Applicant must have reliable access to transportation.
- Benefits: Occasional employer-funded professional development opportunities.
- Applicants chosen for the position will be required to pass a background check

*Applicant must also be available for 1 monthly board meeting the 2nd Tuesday evening of the month.

To Apply:

To be considered for the position, emailed applications to hampdenhamshireconservation@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 August 15, 2019, or until the position is filled. 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.