

Middlesex Conservation District is Hiring a District Administrator

About Middlesex Conservation District: Middlesex Conservation District (MCD) encourages stewardship of soil, water, and other natural resources in Middlesex County. The District uses an educational approach, partnering with public and private entities such as residents, municipal boards, state and federal agencies, businesses, and non-profit organizations. MCD is celebrating its 75th anniversary in 2022. It is one of over 3000 conservation districts nationwide. MCD is a state mandated agency which receives funding through grant opportunities, plant sales and workshops.

Position Summary: The District Administrator works with a Board of Supervisors (BoS) to manage the day-to-day operations for the organization, represents the District to partners, and manages grants. The Administrator is part of a team of ecologists, conservationists, planners, farmers, and landholders who focus on understanding the conservation needs within Middlesex Country and apply State, Federal, and private resources to address those needs. We are looking for the best candidate for this position and encourage applications even if one does not meet all of the qualifications or has a less traditional background.

Primary Duties and Responsibilities: Assist with monthly meetings, including preparing and posting meeting agendas and notices per Massachusetts Open Meeting Laws, recording and publishing minutes, and providing reports on District programs. Prepare grant applications in collaboration with BoS and relevant partners. Manage existing grants including implementing the scope of work, tracking progress, reporting, and submitting reimbursement requests. Assist in planning, coordinating, promoting and hosting up to five educational workshops annually. Assist the treasurer by tracking finances in Quicken, preparing monthly treasurer reports, drafting an annual budget and assisting with an annual financial review. Work with the Plant Sale Coordinator. Update webpage and other media in order to connect with local groups and to promote MCD programs. Maintain communications with and serve as liaison to residents, partners, state and federal entities via email, mail, social media, phone and at times in person.

Minimum Qualifications: Experience working in administration, conservation, agriculture, bookkeeping, event coordination, and/or related field. Familiarity with social media and leveraging for marketing and promotion. Demonstrated organizational skills, the ability to multi-task, and operate independently. Be a detail oriented, self-starter, with the ability to complete tasks on time. Communication skills, to communicate professionally with partners and with the public. Strong proficiency in using Microsoft Office, the Google Suite, and social media. Competency in keeping records, bookkeeping, and handling important legal documents. Enthusiasm and appreciation for and desire to preserve the resources of land, water, and soil conservation.

Desirable Qualifications: Volunteer management, grant writing experience. Basic IT support, such as managing virtual events, troubleshooting tech issues. Experience creating basic audio/video communications.

Details: Job type: Part time 20 hours a week. Starting pay to be determined based on qualification of applicant. Applicant must have reliable access to transportation and a valid driver's license. Applicant must be available for 1 monthly BoS meeting the 3rd Monday evening of the month. Office is in Westford, but some work may be remote. Applicants chosen for the position will be required to pass a Federal background check.

To Apply: To be considered for the position, email applications to middlesexconservationdistrict@gmail.com. Include a cover letter, resume, and contact information for three professional references. All inquiries and materials submitted are confidential. Applications to be accepted until July 10, 2022, or until the position has been filled.

EEO/AAP Statement: Middlesex Conservation District provides equal opportunity for all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, 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.