



CHESHIRE COUNTY
CONSERVATION DISTRICT



SOIL



WATER



WILDLIFE

Outreach Coordinator Position Description

Statement of Duties

Offer input to creating and execute the education and outreach plan for the conservation district.

Perform a wide range of administrative and office support activities for the conservation district Board of Supervisors and/or District Manager to facilitate the efficient operation of the organization.

This is a part time position, on average 15 hours/week, but may require additional hours at certain times. Compensation will be \$15/hour, commensurate with experience. Hours are flexible based on agreement with the District Manager.

Responsibilities include but are not limited to the following:

- Outreach and education to constituents for conservation district programs
- Coordinating volunteers and recruiting interns
- Distributing soils, water, and wildlife conservation information for land management
- Cheshire County Conservation District (CCCD) administrative assistance
- Managing contact lists and database
- Working with NRCS clients on applications and eligibility documents

Assisting District Manager with the Following Position Functions:

1. Provide educational, financial, and technical assistance and information to land users, towns and others with assistance from the USDA Natural Resources Conservation Service (NRCS) and other federal partners; calculate Soil Potential Indexes for land users with farmland; etc.
2. Update the Conservation District website, calendar, Facebook & other social media with event information and new services.
3. Update District database and contact lists for program outreach and education.
4. Assist in preparing bimonthly newsletters, press releases, program announcements, program evaluations grant proposals and reports and other reports approved by the Board.
5. Assist with District fundraising programs including annual appeal, spring plant sales, fall bulb sales, seed sales twice annually and other fundraising events.
6. Coordinate the District's volunteer outreach program, including recruiting, training, assignment of projects, and volunteer hours reporting.
7. Recruitment of interns for District programs and projects, includes attending internship fairs, communicating with University partners, and preparing job descriptions and intern evaluations.
8. Coordinate the rental of the no-till drill, wood ash/lime spreader, aerway, subsoiler, and other equipment.
9. Purchase all supplies, equipment and program materials
10. Perform administrative duties, such as receiving, screening, reviewing, preparing and verifying District documents and other tasks as necessary.
11. Attend workshops/meetings as needed and work CCCD booth at events as needed.
12. Carry out other duties as assigned by the Board of Supervisors and District Manager.

Minimum Qualifications

The qualified candidate should have a minimum of four (4) years prior professional experience and an interest in natural resources conservation and the viability of the farm and forest businesses in our region. A valid NH Drivers License is also required. Excellent computer skills and strong knowledge of relevant software and social media as well as knowledge of

operation of standard office equipment is required. Knowledge of clerical and administrative procedures and systems such as filing and record keeping as well as knowledge of principles and practices of basic office management is preferred. A background check is required.

Key Competencies

- communication skills - written and verbal
- social media and website updating
- planning and organizing
- prioritizing
- problem assessment and problem solving
- information gathering and information monitoring
- attention to detail and accuracy
- flexibility
- adaptability
- customer service orientation
- teamwork

Physical & Mental Requirements

This position entails working in a quiet office setting. There is little risk of personal injury. Physical demands generally involve moving about the office up to 20% of the time; sitting up to 90% of the time. Seldom is weight lifted or force extended up to 10 lbs. Equipment used may include an automobile, standard office machines, and personal computers.

Job Environment

This position requires frequent contact with the public, landowners and community volunteers. Other contacts are typically with the local conservation commissions, planners, planning boards, road agents, selectmen, and environmental organizations, as well as other county personnel, state and federal agencies. Contacts occur in person, over the telephone, and through email and writing.

Supervision

The Outreach Coordinator will be supervised by the District Manager and serve under the Board of Supervisors. The District Manager receives policy direction and specific work objectives from the Board of Supervisors on a monthly basis. The Outreach Coordinator needs to observe and follow federal, state and local laws, codes and regulations, as well as policies of the local Board. Work is reviewed by oral and written reports on an annual basis by the District Manager and Board of Supervisors.

Letters of interest and resumes of applicants should be sent to amanda@cheshireconservation.org

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).