

Berkshire Conservation District Strategic Program Assistant

Employment Status: 6 month Part-time, contractually bound, NTE 30 hrs/week

Location: Berkshire County, MA

Compensation: Commensurate with experience and Board approval

The Berkshire Conservation District helps farmers, landowners and land managers improve and protect their natural resources. In cooperation with the USDA Natural Resources Conservation Service (NRCS), we offer assistance through education and outreach. The District has been serving the Berkshires since 1946 as one of more than 3,000 state-mandated agencies across the country that support local agriculture and environmental sustainability.

Job Duties and Responsibilities:

The Strategic Program Assistant (Assistant) position works for the Berkshire Conservation District (the District) to meet their goals of protecting soil and water quality, through education and technical assistance. The Assistant works closely with the District Administrator, Program Manager and Board of Supervisors and with them is responsible for developing long term and strategic plans and goals.

Associated tasks include:

- Identifying funding opportunities and partners;
- Develop a robust marketing and outreach campaign, including, but not limited to, displays, public events, articles for newsletters and other news media contacts;
- Assist with planning and execution of events;
- Assist with grant writing;
- Assist with the development of a District Long-Range Plan;
- Attend monthly Supervisor meetings (in-person or through Zoom);
- Maintain detailed records of work accomplishments for reports;
- Perform other program related duties and activities, as assigned;
- Provide assistance to deliver programs and services that are carried out without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Maintain a positive regard for civil rights in all interactions with clients and others.

Knowledge, Skills, and Abilities:

- Practical experience or degree in administration;
- Ability to produce and share work products using computers and Microsoft Office applications;
- General knowledge of State & Federal agricultural conservation programs;
- Ability to work well with others from a variety of backgrounds, individually and in groups;
- Skilled in organizational and administrative tasks;
- Skilled in both oral and written communication;
- Must be a self-starter and work successfully independently and with the District team;
- A valid driver's license and a working motor vehicle for use during performance of duties is required. Coordinator will be reimbursed on a mileage basis.

This position is grant funding dependent and will remain open until filled.

To apply, please email a resume and cover letter to: admin@berkshireconservation.org

or mail to:

Berkshire Conservation District, 78 Center St., Suite 102, Pittsfield, MA 01201.