



Berkshire Conservation District
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Aimee V. Annichiarico, Administrator

CONSERVATION DISTRICT SEEKS NEW ADMINISTRATOR

November 5, 2013 –Pittsfield, MA - Berkshire Conservation District is seeking a new administrator to oversee all district activities including planning and coordinating meetings, workshops, events, and carry out day-to-day office tasks. The administrator must be an independent worker with excellent writing and communication skills and the ability to make connections in the community to further the district's conservation mission. A passion for the environment is a must. Programs can be tailored to the skills set that the incumbent brings to the table. Experience in grant seeking, organizational development, office administration, event planning and project coordination is strongly preferred. A background in an environmental field is preferred but not required.

This position will involve a 4-6 week training period during the district's spring plant sale fundraiser before the incumbent is fully hired as the administrator. This is a part-time position without benefits. The administrator is expected to work 12-15 hours per week with a flexible schedule located in the Pittsfield USDA NRCS office at 78 Center Street. Hours may fluctuate depending upon workload. Incumbent must be able to pass a background check to obtain access to the USDA computer network.

To inquire about this position, please send a resume, cover letter, and 3 references by email to aimee.annichiarico@ma.usda.gov. No phone calls or drop-ins please. Position is to begin in early 2014.

JOB TITLE: DISTRICT ADMINISTRATOR

SKILLS/EXPERIENCE

- Knowledge of Microsoft Office Suite, particularly Word and Excel. Experience with Publisher, Outlook, and Access also preferred.
- Ability to work efficiently on the computer, including checking and responding to email correspondence in a timely manner, working various online and desktop programs, updating social networking sites such as Facebook and blog site.
- Basic accounting and financial skills are required including keeping a checkbook balanced and ability to write treasurer's reports and budgets. Experience with Quicken or QuickBooks preferred.



- Ability to brainstorm and creatively plan programming for the district, write proposals and reports. Experience in grant seeking and grant application writing preferred.
- Strong work ethic and ability to work independently with very little oversight.
- Personal confidence and social skills required to conduct outreach to the community and foster partnerships with community leaders to collaborate on projects.
- Organized and able to meet deadlines.

TASKS/RESPONSIBILITIES

- Monthly board meeting preparation including agenda, treasurer's report, minutes, and other associated reports. Serve as the acting secretary of the board of supervisors.
- Managing the district's finances, tracking income and expenses, balancing the checkbook, working with the Finance Committee on the annual budget.
- Handling incoming calls and emails and responding in a timely, polite, and knowledgeable manner.
- Fostering partnerships with other organizations and agencies on various environmentally related projects.
- Develop programs to help the district achieve its mission of local conservation activities and seek funding through grants or fundraisers for those programs.
- Conduct outreach to related organizations and the public.
- Planning and coordinating the district's current fundraisers including the spring plant sale and the fall bulb sale. Strategizing to improve the success of the sales. Developing new fundraising opportunities.
- Planning and coordinating the annual meeting.
- Writing the annual report and preparing the annual income and expense report. Preparing the end-of-year financial report.
- Attending quarterly meetings around the state of partner organizations such as the Massachusetts Association of Conservation Districts and the State Commission on Soil, Water, and Related Resources when able.