



# Hancock County Soil & Water Conservation District

474 Bucksport Rd. c/o USDA

Ellsworth, ME, 04605

207-667-8663

[www.hancockcountyswcd.org](http://www.hancockcountyswcd.org)

## Job Description

### Office Administrator

#### About HCSWD

The Hancock County Soil and Water Conservation District provides local conservation leadership, encourages conservation efforts, and helps to plan and implement voluntary programs. We conserve clean water and healthy soil by working alongside willing landowners to implement incentive-based voluntary conservation practices. District programs focus on polluted runoff, habitat restoration, citizen science, and education.

#### Job Overview

Provide administrative, communications, and public relations support to the Board of Supervisors to advance the District's long-term goals and short-term priorities.

#### Qualifications

- Education or a strong interest in conservation, environmental science, or agriculture
- Administrative office management experience
- Computer skills including data entry
- QuickBooks online and bulk email experience helpful
- Experience with administration of 319 and other Grants is a plus
- Ability to write press releases, newspaper articles and newsletters
- Familiarity with maintaining websites and Facebook
- Event planning, promotion and coordinating experience
- Organized and detail oriented
- Ability to pass Federal back-ground check.

#### Proposed Compensation

- Flexible hours and schedule
- Ability to work from home part of the time. Some in office hours will be required on a weekly basis.
- 20- 25 hours per week depending on seasonal workload.
- Wages \$18-25/hour commensurate with skills and experience.
- Benefits include: Holiday pay, paid time-off.

## **Responsibilities & Duties**

### **1. Maintain Office operations**

- Assist walk-in clients with resources and record all client activities.
- Check mail, answer phone and manage general email.
- Make bank deposits as needed
- Distribute outreach material by mail or in person as needed.
- Organize bulletin board and brochure rack and restock as needed.
- Order office supplies
- Keep office clean and inviting

### **2. Maintain Data Entry & Record Keeping**

- Enter payroll data and submit hours to payroll service
- Enter data to track project labor, expense, and grant deliverables.
- Coordinate invoicing for various projects to the correct organization.
- Maintains adequate records and prepares various reports for the Board such as Customer Relationship Management program (CRM).
- Maintains database of customers and contacts
- Maintains personnel records for all District employees

### **3. Support Board Activities**

- Attend board meetings.
- Send out meeting information in a timely manner.
- Write and revise board meeting minutes in the absence of Board Secretary.
- Maintain board business files.
- Assist election officer prepare for supervisor elections (including creating ballots, public notice for elections, ballot box and voting information at the office, sending out requested ballots to cooperators)
- In collaboration with treasurer, create district annual budget and maintain financial records.

### **4. Coordinate District Events & Programs**

- Promote and coordinate with partnering organizations, host and evaluate education, trainings, and workshops for natural resource issues with partners as assigned by the Board of Supervisors.
- Coordinate special events such as the HCSWCD Annual Meeting, Blue Hill Fair, Ag Trade Show, Sportsman's Show, Trout Sale, Plant Sale, Aquatic Species Monitoring Week, Envirothon Regional, NRCS Local Working Group.
- Serve on other event and program committees when requested. Enlist help from volunteer list and recruit volunteers as needed.

**5. Coordinate Communications & Public Relations Activities**

- Write and submit press releases on various District programs.
- Assist with writing articles and putting together a digital District Newsletters.
- Keep District Facebook page updated with news, sales, events and other important information.
- Post information to the district website/blog as needed.

**6. Serve as District Liaison to NRCS (Natural Resource Conservation Service)**

- Assist and direct walk-in clients and answer phone calls when in the office.
- Staff NRCS front desk select days as requested by NRCS staff.