



Community Engagement & Communications Coordinator Position Description

Who we Are: The Cheshire County Conservation District (CCCD) promotes the conservation and responsible use of our natural and agricultural resources for the people of Cheshire County, NH since 1945 by providing technical, financial, and educational assistance.

General Job Description: This position focuses on digital communications, education and outreach on programming and services, as well as fostering community connections and organizational recognition. Communications will focus on CCCD's program areas of soil, water, wildlife, and farm viability.

Reports to: District Manager

Hours: FTE, 40 hours per week (but may require additional hours at certain times)

Salary Range: \$23-\$27/hour

Benefits: Monthly Healthcare Stipend, 3 weeks paid time off provided annually after a probation period, up to a 3% retirement plan match, cell phone stipend, paid holidays

Location: This position is based in Cheshire County, NH, our office is located at 11 Industrial Park Dr. Walpole, NH

Position Responsibilities include but are not limited to the following:

Communications, Telling CCCD's story through professional communications & creative outlets:

- Produce and prepare email campaigns, newsletters (conservation & farmers newsletters), blog posts/community member spotlights, press releases, donor solicitations, program announcements and program evaluations
- Create and manage digital and printed communication schedules
- Create and execute social media, create social media graphics utilizing Canva
- Update Conservation District website and create event pages
- Assist in grant writing and reporting. Update reports and storymaps for funders as needed

Outreach Tasks

- Build authentic and strategic relationships with community members and core partners
- 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, state, and local partners.
- Advance CCCD's commitment to Diversity, Equity, and Inclusion
- Communicate soils, water, and wildlife conservation information for land management as well as farm and forest business viability programming through digital communications as well as on-site visits
- Lead and coordinate meetings with district partners and working groups
- Attend relevant trainings, tabling events, and workshops as a representative of CCCD
- Assist in event and workshop planning and execution

Assisting in Organizational Internal Operations

- Assist in the development and coordination of CCCD programs under supervision of District Manager
- Recruit and supervise interns and volunteers for District programs and projects, includes communicating with University partners, and preparing job descriptions and intern evaluations. Create internship work plans.
- Grant writing and assist in the execution of awarded grant programs under supervision of District Manager
- Assist in organizational strategic planning under supervision of District Manager
- Carry out other duties as assigned by the Board of Supervisors and District Manager.

Administrative Tasks

- Manage contact lists and database as needed in collaboration with Administrative Coordinator
- Advance District fundraising programs and goals: including annual appeal mailings in collaboration with Administrative Coordinator
- Assist in coordination of the rental equipment program and scheduling as needed

- Assist in communications with grant award recipients as needed
- Assist in purchasing of supplies, equipment, and program materials as needed

Minimum Qualifications

The qualified candidate should have an interest in natural resources conservation and the viability of the farm and forest businesses in our region. A minimum of two (2) years prior professional experience and a bachelor's degree or equivalent experience is preferred but not required. Relevant educational experience may be equivalent to professional experience.

A valid Driver's License and reliable transportation is also required. Excellent computer skills and strong knowledge of relevant software (e.g. Canva, Microsoft Office suite) and social media as well as knowledge of operation of standard office equipment is required. A background check is required.

Key Competencies

- Effective communication and storytelling skills - written and verbal
- Graphic design skills
- Experience in managing social media, managing website, and creating digital materials (graphics, videos, etc.)
- Experience in relevant software or willingness to learn how to utilize: Canva, Wix, ArcGIS storymaps, Microsoft Office suite, Google Drive
- Self-motivated
- Grant writing
- Planning and organizing
- Willingness & enthusiasm to learn
- Ability to work well and collaboratively in a team environment
- Ability to manage time, deliverables, handle multiple assignments, and meet deadlines
- Commitment to authenticity: not using AI
- Commitment to CCCD's mission and an interest in program areas of soil, water, wildlife, and farm viability

Physical & Mental Requirements

This position entails working in a remote and quiet office setting. Some remote/home office hours may be a possibility based on agreement with District Manager. 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 20 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, via video conferencing, and through email and writing.

We encourage applications from all backgrounds, communities and industries, and are committed to having a team that is made up of diverse skills, experiences and abilities. Applicants who meet most but not all requirements are encouraged to apply.

To apply for this position, please email a cover letter explaining your interest in this position and resume to Benée Hershon: benee@cheshireconservation.org

Graphic samples and/or portfolios and a writing sample may also be included.

Applications will be reviewed and considered as they are received. The position will remain open until filled.

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