



POSITION DESCRIPTION

Position Title: Northeast Region Representative

Position Summary: This full-time position is responsible for providing assistance to the National Association of Conservation Districts' (NACD) member conservation districts and NACD Board of Directors to advance conservation and resource development, assist in the implementation of the association's policies related to the Northeast Region (CT, DC, DE, MA, MD, ME, NJ, NH, NY, PA, RI, VT, WV), and provide broad support to the NACD Communications Team. This is a service-oriented position focused on creating and maintaining relationships and increasing the effectiveness of NACD's support of conservation districts and their state associations.

Responsibilities:

Membership, Member Services, Partnerships

- Develop and maintain a working relationship with conservation districts, state associations of conservation districts, and the state soil and water conservation agencies and federal agencies in the Northeast Region
- Provide assistance by developing and delivering two-way communication among Northeast Region state association leaders and NACD
- Keep current and informed about the status of district and state association activities and programs within the region
- Regularly contribute to NACD's publications
- Actively seek ways to strengthen state and district programs within the region
- Facilitate an exchange of information, curriculum, tools and direct assistance
- Assist state associations to provide leadership to increase the effectiveness and overall capacity of conservation districts and state associations
- Help state leadership encourage conservation districts to actively engage in NACD
- Identify and deliver grant-related activities with regional members
- Carry out tasks of coordinating and implementing regional grant-related activities in support of national grants and cooperative agreements
- Support NACD committees and subcommittees as assigned
- Perform other tasks as assigned in support of NACD membership goals

Leadership Development and Governance/Region Support

- Furnish the region chair and region board members with assistance to aid them in effectively discharging their duties and responsibilities
- Provide support and coordination for national and regional board meetings



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- Coordinate program development and conduct NACD regional and leadership meetings
- Facilitate the exchange of information to inform policy discussions and advocacy efforts

Communications

- Provide support to the Communications Team—including production, coordination, timeline, and strategy development—for a wide variety of NACD communications
- Develop and deliver communications among internal and external NACD stakeholders, tailoring messaging to specific audiences
- Coordinate and implement communications tasks in support of grant activities, such as documenting and disseminating lessons learned, stories, presentations, and reports
- Create content to maintain NACD's social media networks
- Assist with writing and distributing press releases, publications, and talking points
- Support planning, scripting, marketing, and production for annual events
- Contribute to the design and production of print and electronic communications, including newsletters, fact sheets, flyers, and brochures
- Collect and assess data to better understand the reach and impact of NACD initiatives
- Support the maintenance of NACD's website (currently WordPress)
- Perform other tasks as assigned in support of NACD goals and objectives

Qualifications:

- Bachelor's Degree or equivalent work experience
- Positive member service attitude and personable demeanor
- Willingness to work remotely as part of a dispersed team and be responsive to members
- Commitment to achieving diversity, equity, and inclusion for all activities
- Experience working with conservation districts, state agencies, or federal agencies
- Knowledge of Northeast Region natural resource concerns, conservation districts, their work and customers, and NACD
- Ability to travel throughout the year within the Northeast Region and nationally for NACD, state, and partner meetings and other events, with some months requiring more travel than others (approximately 25% travel)

Desired Skills:

- Excellent written and verbal communication, including presentation skills
- Strong organization skills and ability to multi-task, develop timelines, and meet deadlines
- Experience working with grants and nonprofit boards



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- Meeting coordination and event planning
- Ability to draft a variety of documents and communications for different audiences
- Familiarity with WordPress and CRM databases

Location: This position is located in the Northeast Region (CT, DC, DE, MA, MD, ME, NJ, NH, NY, PA, RI, VT, WV), and reports to the Director of Communications. This is a telework position.

To apply: Email resume, cover letter, and two writing samples to the attention of NACD HR with 'Northeast Region Representative' in the subject line to hr@nacdnet.org no later than **Friday, November 10, 2023** to receive priority consideration.