

Plant Sale Coordinator Job Description

The Berkshire Conservation District (BCD) is seeking a Plant Sale Coordinator to organize and run a plant sale event in 2022. This part-time, flexible, mostly remote hourly contract position plays an important role in both the mission, outreach and financial stability of the District. Focused on native pollinator plants, our sale helps to keep us connected with the Berkshire County community and provides the District with funds to continue conservation programming. Reporting to the Board, and working closely with the District Administrator, the Plant Sale Coordinator is responsible for every aspect of the sale, including identifying and sourcing mission-appropriate inventory, organizing dates and location for the sale, running the sale with volunteers, through the final analysis of the financial and mission success of the event. While time requirements are much heavier leading up to and during the actual sale, the lead time to secure the sale site and inventory as well as the close out time to finish the financials of the sale require a commitment of approximately 250 hours, including attendance (currently virtual) at monthly Board meetings.

The ideal candidate will have the experience, independence and vision necessary to execute the event with the support of the District. The successful candidate possesses excellent communication and organizational skills, initiative, a working knowledge of gardening, an interest in native plants and pollinators and the ability to work independently and with the District team. Communicating and coordinating regularly with the District Administrator and Board is essential, as is a competence with math and the ability to manage a timeline. Event planning and/or fundraising experience as well as working with volunteers is a big plus.

Compensation is hourly and based on qualifications and experience, not to exceed \$6,500.00. Proof of full Covid vaccination is required.

About the District

Berkshire Conservation District has been serving the Berkshires since 1946 as one more than 3,000 state-mandated agencies across the country that support local agriculture and environmental sustainability. We work in close cooperation with the USDA Natural Resources Conservation Service.

BCD is governed by a board of elected volunteer Board of Supervisors and pursues grant opportunities to expand programming and institute new conservation programs for local landowners and farmers. For more information about the District, visit <https://berkshireconservation.org/>

Apply

Please send a cover letter describing the experience and skills you would bring to this position, resume and references by October 31, 2021 to: berkshireconservationdistrict@gmail.com

The Berkshire Conservation District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, gender expression, age, ethnicity, disability, marital status, sexual orientation or military status or for any other status prohibited by applicable law in any of its activities or operations. Diverse applicants are encouraged to apply.