



Middlesex Conservation District

319 Littleton Road, Suite 205

Westford, MA 01886

(978) 303-8272

Plant Sale Coordinator Job Description

The Middlesex Conservation District (MCD) is looking for a new Plant Sale coordinator to organize and run two sales a year. This year round, flexible, hourly contract position plays an important role in both the mission and financial stability of the District. Focused on native plants, our spring tree sale and fall bulb sale keep us connected with the landowners of the county and provide the District with funds to provide conservation programming. Reporting to the Board, and working closely with the District Administrator and Plant Sale Assistant, the Plant Sale Coordinator is responsible for every aspect of our sales, from identifying and sourcing mission appropriate inventory and organizing dates and locations for the sales, to running the sales themselves with a cadre of volunteers, through the final analysis of the financial and mission success of each event. While time requirements are much heavier during months of the actual sales (typically April and September), the lead time to secure sale sites and inventory and the close out time to finish the financials of a sale require a commitment of hours, and attendance (currently virtual) at monthly Board meetings, at least ten months of the year. MCD supplies many of the tools to make this possible, including use of a desk and supplies in our office (including a color printer/copier), established wholesale relationships and customer and volunteer lists, templates from previous sales brochures and our web site, and a process and timeline for how things have been done in the past, however the right candidate will have the experience, independence and vision necessary to execute sales with the ongoing support, but not the routine supervision, of the rest of the organization. The successful candidate possesses excellent communication and organizational skills, initiative, a working knowledge of gardening and an interest in native plants. The ability and willingness to work alone while communicating and coordinating regularly with others is essential, particularly at this time, while our office is still closed, as is a comfort with math and the ability to manage to a timeline. Event planning and/or fundraising experience are required. Experience working with volunteers is a big plus.

About the District

The Middlesex Conservation District was established in 1947 by a group of Middlesex County residents committed to providing a program of soil and water conservation. We are a not-for-profit subdivision of state government guided by an elected, volunteer Board of Supervisors and work in cooperation with federal, state, and local agencies and organizations. Through a partnership with the U.S.D.A. Natural Resources Conservation Service, Middlesex Conservation District has helped landowners and municipalities identify natural resource concerns and plan solutions. Our current programming assists landowners of all kinds (farmers, land trusts, municipalities and homeowners) to address environmental resource concerns.

MCD is one of more than 3000 conservation districts throughout the United States. The philosophy behind conservation districts has always been that local people working to assess community conservation needs know best how to solve local problems, and that voluntary conservation, coupled with education, results in long-term success.

Apply

Please send your resume to the District Administrator, Susan.Thomas3@usda.gov