



**Administrative Assistant, Education Program**  
*Job Posting*

The Hudson Valley Farm Hub (HVFH) is seeking an Administrative Assistant, Education Program to support the ProFarmer Training Program.

**Position Summary:** The Administrative Assistant will perform administrative and office support activities as part of a tightly-knit team that supports the mission and goals of the Hudson Valley Farm Hub. The Administrative Assistant is based in our Hurley, NY office and reports to the Associate Director for Farmer Training and is supervised by the Education Program Manager.

**Essential Duties and Responsibilities:**

- Coordinate ProFarmer recruitment efforts under the direction of the Education Program Manager.
- Assist with planning and logistics as needed for events, workshops and meetings.
- Serve as the liaison to Human Resources
- Develop and maintain Education Program electronic and paper filing systems
- Monitor and order program and office supplies, track Program expenses
- Handle purchasing, cataloging and monitor status of ProFarmer library resources
- Handle travel arrangements for the Program staff
- Coordinate the schedule in Outlook and respond to email inquiries as necessary
- Assist with the establishment and maintenance of a program database
- Support development and maintenance of educational materials
- Other duties as assigned

**Required Qualifications:**

- At least two years of office administration experience
- Strong organizational and time-management skills, and ability to track multiple projects simultaneously
- Ability to work both collaboratively and independently
- Must be personable, flexible, and adaptable
- Excellent communication skills (written and verbal) and phone manner
- High proficiency in Microsoft Office suite including Word, Outlook and Excel
- Must have a valid driver's license and reliable transportation.

**Preferred Qualifications:**

- Experience with database management
- Experience in an educational setting or with curriculum development
- Demonstrated interest in food and agriculture
- Familiarity with non-profit sector

This is a full-time position. We offer a competitive salary and benefits package, and we are an equal opportunity employer. All candidates, regardless of race, gender, age, or sexual orientation, are encouraged to apply.

To apply, please submit your application by email to [profarmer@hvfarmhub.org](mailto:profarmer@hvfarmhub.org). Inquiries about the position may be made to Sara Katz at (845) 331-1187 x 107, but please submit your application before calling.