



**Administrative Assistant, Front Office
Job Posting**

Position Summary

The Administrative Assistant, Front Office supports the mission and activities of the Hudson Valley Farm Hub by performing administrative and office duties at the front desk. He/she serves an essential welcoming function for the organization by answering phones, greeting and signing in visitors, handling deliveries, and assisting with scheduling and hospitality logistics. In addition, he/she serves as the primary staff liaison to IT and other operational consultants while providing clerical and general office support to the administrative team. This position reports to the Human Resource Assistant.

The Hudson Valley Farm Hub is a non-profit center for resilient agriculture based on 1,255 acres of prime farmland in Hurley, NY. Founded in 2013, the Farm Hub provides professional farmer training, hosts and supports agricultural research, and demonstrates equitable and ecologically regenerative practices. Our vision is for a collaborative regional food system that meets the economic and social needs of our communities while working in harmony with natural systems.

Essential Duties and Responsibilities

- Answer and direct telephone calls
- Greet and direct visitors
- Manage and maintain visitor sign-in logs
- Receive and disperse incoming mail and other deliveries
- Assist with scheduling and calendar prioritization and organization
- Serve as liaison between staff and contracted IT service provider(s) and ensure timely responses.
- Assist with the maintenance of electronic and paper filing systems and database, including data entry
- Assist with hospitality tasks, such as scheduling and preparing for group meetings and events, calendar support, catering orders, event logistics, and note taking
- Order and maintain inventory of office and kitchen supplies
- Create and maintain purchase orders and corresponding logs
- Other duties as assigned

Qualifications

- A minimum of two years similar work experience
- Excellent communication skills (written and verbal) and phone manner
- Ability to maintain positive working relations with all staff, professional contacts, and public
- Excellent organizational and time-management skills
- Ability to track multiple projects simultaneously
- Meticulous follow-through
- Ability to work both collaboratively and independently
- Personable, flexible, and adaptable

- Resourceful and able to solve problems quickly under pressure
- Excellent computer skills, including a thorough knowledge of Word and Excel
- Commitment to Hudson Valley Farm Hub's mission, goals and core values
- Able to lift 20 pounds
- Valid Driver's License and access to reliable transportation

Preferred qualifications

- Associate's Degree
- Proficiency in Spanish
- Knowledge of agriculture
- Knowledge of Salesforce
- Experience with hospitality and/or event coordination

This is a permanent, full-time, non-exempt, salaried position with a 40-hour workweek. Occasional evenings/weekends required.

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

Interested candidates should email a cover letter, resume, and three professional references to info@hvfarmhub.org.

180223