



Job Description Office Manager

Position Summary: The Office Manager is an important part of the operations and administrative team of the Hudson Valley Farm Hub and is responsible for ensuring a well-functioning office environment to support employee productivity, a values-driven organizational culture, and a welcoming space for events and visitors.

Essential Duties and Responsibilities:

- Maintain a well-functioning office environment by managing the ordering and inventory of office and kitchen supplies and overseeing office equipment maintenance
- Manage a system for purchase orders related to office supplies and equipment maintenance
- Ensure functioning of all IT and office equipment
- Arrange for staff orientation and training on scheduling, calendaring prioritization, IT, and other office functions
- Create and maintain organizational electronic and paper filing systems
- Support preparation and execution of selected group meetings, staff events, and other events, including planning, event logistics, and catering
- Collaborate with the management team to create event protocols
- Supervise the Administrative Assistant, Front Desk and oversee reception, including welcoming visitors, handling incoming mail and shipments, and phone system
- Supervise office cleaning
- Ensure materials and protocols for office management are aligned with the Farm Hub's values of equity and ecological resilience
- Participate in site planning and development, as needed
- Communicate with all staff on office-related matters
- Perform other duties as assigned

Qualifications:

- Strong organizational and time-management skills, and ability to track multiple projects simultaneously
- At least five years of office administration experience
- Supervisory experience preferred
- Experience working with external vendors and maintaining positive working relations with them
- Ability to work both collaboratively and autonomously
- Must be personable, flexible, and adaptable, and have discretion
- Excellent communication skills (written and verbal) and phone manner



- High proficiency in Microsoft Office suite including Word, Outlook (email and calendar) and Excel
- Must have valid driver's license and access to reliable transportation
- Must be able to lift 20 pounds
- Demonstrated commitment to the Farm Hub's mission and values of equity and ecological resilience

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

The Hudson Valley Farm Hub is a 1,500-acre vegetable and grain farm in Hurley, New York dedicated to a resilient local food system.

As an Equal Opportunity Employer, the Hudson Valley Farm Hub is committed to creating an inclusive workplace that respects and values diversity of cultural, ethnic, and experiential backgrounds. We welcome applicants of all races, ethnicities, national origins, genders, and sexual orientations, and differently-abled people.

Please email a resume and cover letter to hr@hvfarmhub.org by March 1, 2019.