



Exhibit A
Job Description Posting
Construction/Facilities Administrative Assistant

The Hudson Valley Farm Hub is seeking a highly organized and energetic administrative assistant with construction and/or agriculture industry experience to support our Construction and Facilities Manager. The Hudson Valley Farm Hub is a non-profit center for resilient agriculture on 1500 acres of farmland in Hurley, New York. Founded in 2013, we provide farmer training, host and support agricultural research, and demonstrate equitable and ecologically regenerative practices.

Position Summary: The Construction Administrative Assistant reports to the Construction and Facilities Manager and works in close collaboration with the Assistant Farm Manager, the Office Manager and the Accounting Department to support the Farm Hub's mission and our goals for maintaining excellence and expanding on-farm infrastructure. The Construction Administrative Assistant will perform administrative, accounting, and office support activities for a variety of construction projects as well as ongoing facilities management at the Farm Hub.

Essential Duties and Responsibilities:

- Assist the Construction Manager with scheduling, prioritization and organization
- Assist in scheduling and preparing for meetings and events
- Maintain office files, including permits and other documentation?
- Track and monitor departmental expenditures and maintain budget-related documentation
- Research CMMS system, purchases software and organize implementation
- Create and manage databases and prepare reports summarizing database information
- Assist with Construction and Facilities work order procedures – internal maintenance work orders and external vendors work orders
- Maintain approved vendors list for construction and facilities management
- Process invoices for payment, checking for accuracy, matching to purchase orders and work orders
- Update and maintain electronic and physical files and records
- Assist Farm Hub management and administrative teams with other duties as assigned

Qualifications:

- Minimum 3 years of office administration experience including clerical accounting
- Must be personable, flexible, with excellent interpersonal and phone skills.
- Superior organizational skills and attention to detail
- Proficient in Microsoft Office suite including Outlook (email and calendar) and Excel
- Must have reliable transportation

- Experience in a construction related field a plus
- Familiarity with Quickbooks or other accounting software a plus
- Post-secondary education or degree (Associates, Bachelors) a plus

This is a full-time non-exempt position with a 40-hour work week, Monday through Friday.
FLSA Classification: Exempt Update: 19100

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, cover letter, and three references to hr@hvfarmhub.org by May 15, 2019.