



Job Posting
Administrative Assistant, Front Desk
Full Time

The Hudson Valley Farm Hub (HVFH) is a non-profit center for resilient agriculture located in Ulster County, New York. Founded in 2013, HVFH is dedicated to fostering an equitable and ecologically resilient food system in the Hudson Valley. We provide professional farmer training, host and conduct research, cultivate language justice, and support food access efforts in the region through food donations and innovative mission-aligned programming. We grow grains, cover crops, and vegetables with production taking place year-round across 1500 acres of farmland and a suite of greenhouses. A diverse, multi-lingual staff of 55 full-time employees serve in varied roles in areas of administration, farm operations, and programs.

We are seeking a warm, friendly, energetic, and organized individual to join our team as the Administrative Assistant, Front Desk. The successful candidate will be able to work both collaboratively and independently, has a background in customer service and administration, is committed to our values of equity and ecological resilience and enthusiastic about food and farming. This position is located on a working farm and requires an interest in working in an agricultural environment.

Position Summary

The Front Desk Administrative Assistant supports the mission and goals of the Hudson Valley Farm Hub by performing administrative and office duties as part of a tightly knit team. The position includes a range of responsibilities from day to day office support for guests, staff and the Office Manager. The Front Desk Administrative Assistant is able to anticipate the needs of staff, track follow-up tasks, welcome guests and staff, and direct visitors to where they need to be onsite, all while creating a friendly environment in the main office. In often busy conditions, they manage incoming phone calls, receive time sensitive information technology (IT) support requests and actively obtain deliveries, ensuring distribution to the proper department. This position reports to the Office Manager.

Responsibilities

- Answer and direct telephone calls
- Greet and direct visitors, provide parking pass and maintain visitor sign-in logs, offer refreshments (post Covid)
- Maintain staff health screening log (due to Covid)
- Maintain sanitation log
- Retrieve mail from post office daily; receive, sort and disperse all deliveries and mailings
- Monitor incoming email inquiries and disperse to staff
- Serve as liaison between staff and contracted IT service provider(s); trouble shoot where possible and otherwise ensure timely responses from IT provider

- Assist with maintenance of electronic and paper filing systems, including data entry
- Assist with maintenance of inventory of office supplies, kitchen supplies and cleaning supplies
- Serve as liaison for restocking supplies and process Purchase Orders for same
- Process and assist with reconciling monthly expense reports for Office Manager and other managers as is needed
- Assist other staff with key projects, tasks, meetings, and/or events (online or in person)
- Other duties as assigned

Required Qualifications

- Two years of experience in related position or educational equivalent
- Excellent communication skills (written and verbal) and phone manner; personable and outgoing
- Proactive and flexible with the ability to adapt to changing demands and priorities
- Excellent organizational and time-management skills as well as ability to track multiple projects simultaneously
- Comfortable with budgets and financial information
- Outstanding computer skills, including a thorough knowledge of Zoom, Dropbox, Outlook, Word and Excel
- Meticulous follow-through
- Ability to work both collaboratively and independently
- Resourceful and able to solve problems quickly under pressure
- Dependable and punctual
- Commitment to and willingness to deepen understanding of the Farm Hub's mission and values of equity and ecological resilience
- Demonstrated ability to participate in and foster a work environment of mutual respect and collaboration; ability to develop positive working relationships and problem solve with people of different backgrounds
- Able to lift 20 pounds
- Valid Driver's License and access to reliable transportation
- Strong English language skills, both verbal and written

Preferred Qualifications

- Working knowledge of Spanish
- Enthusiasm for working in a nonprofit farm office environment
- Familiarity and experience with troubleshooting hardware and software issues

The Front Desk Administrative Assistant is a full-time, salaried, non-exempt position with a comprehensive benefits package. 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, sexual orientations, and differently-abled people.

Please email a resume and a cover letter to christina@hvfarmhub.org. Applications will be accepted and reviewed on a rolling basis with priority review given to applications received by Thursday, January 13, 2022.