



**Job Posting**  
**Business Coordinator**  
*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 approximately 60 employees serve in varied roles in areas of administration, farm operations, and programs.

**Position Summary**

The Hudson Valley Farm Hub is hiring a Business Coordinator, which will be a new and important member of the Community Food team, who will serve as an administrative liaison to the Finance Department. The Business Coordinator performs procurement, bookkeeping, budget tracking, contract development, and other office support activities to ensure efficient functions and contributes to the careful financial management of the Community Food team. This position will be part of the Community Food team's exciting new effort to launch a local, organic, line of grains products and to develop a new center for food manufacturing and food system education in the Hudson Valley. The Business Coordinator reports to the Director, Regional and Community Food Initiatives. This position will have the opportunity for a hybrid work environment, with some days in our office in Hurley, NY and some days working remotely.

**Responsibilities**

- Collaborate with and support Community Food team members and Finance/Accounting department staff to ensure efficient financial management within and across departments
- Manage vendor relationships as related to purchasing, price negotiation, invoicing, and payments
- Oversee preparation of all departmental POs and work orders; manage receipt of invoices and approvals; ensure finance department has what they need to process payment
- Support Community Food department managers with contract development; act as a resource and main point of contact related to developing and negotiating contract terms; support department managers to finalize scopes of work as related to contract development, as needed
- Track all spending with contractors to reconcile contracts and change orders



- Review and reconcile monthly spending for the Community Food department and partner with the Finance Department and Community Food team staff to prepare monthly financials and projections
- Collaborate with Community Food team staff, Finance Department, and the Business Coordinator(s) to other departments to create and/or identify and implement procedures and/or tools to improve workflow processes
- Document workflows and regularly update said documentation to provide a process guide to colleagues and external stakeholders, in coordination with Finance Department and other departments' Business Coordinator(s)
- Collaborate with department managers to ensure procurement follows sustainability and equity goals and guidelines
- Work with Community Food team managers to identify and implement consistent electronic and paper filing systems as related to finance and budget tracking
- Other administrative and/or office support duties, as needed

### **Qualifications**

- At least three years of experience in an administrative, finance assistant, bookkeeping, accounts receivable/accounts payable, or related position
- Excellent organizational, project coordination, and time-management skills, and ability to track multiple projects simultaneously; skill using technology applications to manage workflow
- High level of proficiency in Microsoft Office suite, especially Excel
- High level interpersonal and communication skills (written and verbal)
- Able to work both independently and collaboratively with people of diverse backgrounds and experience levels
- 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 an environment of mutual respect and collaboration; ability to develop positive working relationships and problem solve with people of different backgrounds
- Proficiency in English (speaking and writing)

### **Preferred Qualifications**

- Knowledge of accounting, data, and administrative management practices and procedures
- Experience supporting multiple departments
- Experience with relational database management and collaborative project management software, such as Asana



- Familiarity with Quickbooks
- Demonstrated interest in food and agriculture
- Familiarity with non-profit sector
- Proficiency in or working knowledge of Spanish (verbal and written)

The Business Coordinator is a full-time, salaried, exempt position with a competitive and comprehensive salary and 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 letter of interest explaining your fit for the position to [hr@hvfarmhub.org](mailto:hr@hvfarmhub.org).