



Job Posting
Receptionist
Full Time, Onsite

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 1600 acres of farmland and a suite of greenhouses. A diverse, multi-lingual staff serve in varied roles in areas of administration, farm operations, and programs.

We are seeking a Receptionist to join our team! The **ideal candidate** will have strong communication skills and be welcoming and friendly to visitors, community members, and coworkers. The candidate should be excited by the Farm Hub's production practices, non-profit mission, and the opportunity to participate in a collaborative environment. Successful candidates will have strong social-emotional skills and alignment with the Farm Hub's values of equity, ecological resilience, interconnection, and belonging. Of utmost importance, candidates for this role will have excellent communication skills and a proven ability to provide outstanding customer service to anyone visiting or contacting the Farm Hub. Additionally, the ideal candidate will have exceptional attention to detail, as well as very strong organizational and computer skills. Spanish language proficiency (or conversational Spanish) is a plus.

Position Summary

The Receptionist supports the mission and goals of the Hudson Valley Farm Hub by creating a friendly environment in the main office. The position includes a range of responsibilities for guests, staff, and the Office Manager. The Receptionist anticipates the needs of staff, tracks follow-up tasks, welcomes guests and staff, and directs visitors to where they need to be onsite. They manage incoming phone calls, and actively obtain deliveries, ensuring distribution to the proper department. This position will experience fluctuations in work volume, including some slower periods with fewer guests or calls. At the same time, this role provides essential support for day-to-day operations by maintaining readiness to greet guests and answer the phone. The Receptionist reports to the Office Manager.

Key Responsibilities

- Provide a friendly, welcoming, and helpful front office environment, answering inquiries and providing assistance to Farm Hub guests, partners, and interested community members in a way that supports our values, culture, and mission
- Handle guest reception services including greet and direct visitors, provide parking passes and maintain visitor sign-in logs, offer refreshments
- Answer, monitor, and direct telephone calls, email inquiries, and route to appropriate staff

- Monitor and report on building activity and overall flow at the main entrance
- Assist with fire and safety response as directed
- Retrieve mail from post office daily
- Receive, sort and disperse all deliveries and mail
- Maintain receiving log and route receiving slips to the finance department
- Assist with electronic and paper filing and data entry, as needed
- Assist Office Manager with monitoring the inventory of office supplies, kitchen supplies and cleaning supplies and preparing replenishment Purchase Orders as needed
- Serve as liaison for other departments' supply orders and prepare Purchase Orders for same
- Process and assist with reconciling monthly expense reports for Office Manager and other Managers as needed
- Work as team player assisting other staff with key projects, trainings, tasks, meetings, and/or events (online or in person) as needed
- Assist with logistical coordination of meetings and events as directed
- Train relief/substitute front desk assistants
- Other duties as assigned

**The position summary, responsibilities and qualifications are not an exhaustive or comprehensive list of all possible responsibilities, tasks and duties. Full job description is available upon request.*

Required Qualifications

- Two years' experience in related position or educational equivalent
- Experience scheduling across multiple calendars as well as coordinating event logistics, communications, and hospitality
- Excellent interpersonal, customer service, and communication skills (written and verbal) and phone manner; personable and outgoing
- Ability to identify privileged information that you may encounter and treat such information as confidential
- 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
- Outstanding computer skills, including a thorough knowledge of Zoom, Outlook, Word, and Excel; comfort with and ability to learn new technology quickly
- Ability to work both collaboratively and independently, with meticulous follow-through
- Resourceful and able to solve problems quickly under pressure
- 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
- Valid Driver's License and access to reliable transportation
- Strong English language skills, both verbal and written

Preferred Qualifications

- Spanish language proficiency (written and verbal)

Physical Requirements: Ability to sit or stand at a workstation approximately 95 % of the time, walk the campus and fields to meet with employees occasionally, lift and carry up to 20 pounds occasionally. Requires ability to use fingers and hands to grasp/move objects (for ex/ phone, packages, supplies), file papers, and record data/take messages using pen and paper or on a computer or tablet. Ability to speak in a clear voice.

Position Details

The Receptionist is a full-time, hourly, non-exempt position with a 40 hour work week (may flex to occasional overtime). The compensation range for the position is \$22.90 - \$24.90 per hour (\$46,000-\$50,000 annually). We offer a competitive benefits package which includes 100% employer paid health and dental insurance for full-time employees and their families. Some additional perks offered include retirement, life insurance and other wellness benefits.

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.

To apply for this position, please apply via Indeed using the following link – [Receptionist - Apply here](#). If you have any questions or need assistance with submitting your application, please contact us at hr@hvfarmhub.org and include the following in the subject line: Attn: Receptionist Application - People & Culture Department.