



Job Posting Business Coordinator

About the Hudson Valley Farm Hub

The Hudson Valley Farm Hub, located in Ulster County, New York, is a nonprofit agricultural center dedicated to resiliency in the regional food system. Since the Farm Hub's founding in 2013, we have converted the approximately 1600-acre farm operation to a multi-year rotation of organically grown grains, cover crops, and vegetables with an intensive focus on soil health. Along with machine-scale crop production and improved on-farm infrastructure, we have a suite of programs and practices to align with our mission of fostering an equitable and ecologically resilient food system – one that meets the economic and social needs of our communities while working in partnership with natural systems. We host and conduct research, provide farmer training, demonstrate on-farm practices, and support food distribution channels that prioritize people and planet. A diverse, multi-lingual staff of ~65 people serve in varied roles in areas of administration, farm operations, and programs. Learn more about work at <http://hvfarmhub.org>.

The Ideal Candidate

We are seeking an individual with experience in administration or operations support with strong organizational skills to join our dynamic finance team. The ideal candidate will be able to work proactively with multiple departments to assist with operations and workflow in relation to the operations of the finance department. The ideal candidate will also have experience working with general ledger software, preferably Sage Intacct.

Position Summary

The Business Coordinator serves as an administrative liaison between the Finance Department and various teams at the Farm Hub, including the research, education, engagement, and communications teams. The Business Coordinator performs procurement, bookkeeping, budget tracking, contract development, and other office support activities to ensure efficient function and contribute to the careful financial management of these teams. The Business Coordinator reports to the Director of Finance.

Responsibilities

Administrative Support

- Coordinate and manage day-to-day office operations and workflow
- Assist with scheduling meetings, managing calendars, and drafting documents such as agreements and contracts
- Handle incoming communications, including phone calls, emails, and correspondence.

Program Coordination

- Assist program managers in scheduling, organizing, and executing program-related events and activities
- Track timelines and deliverables to ensure projects stay on track

- Maintain financial data and reports, including participant information, attendance, and feedback

Financial and Budget Assistance

- Oversee purchase orders, manage receiving, and administrate the payment of invoices
- Manage vendor relationships
- Support expense tracking and maintaining financial records
- Assist with budget preparation
- Review and reconcile monthly financial reports to budgets and provide variance analysis; work with program managers to develop and provide reprojections as needed

Compliance & Reporting

- Ensure compliance with organizational policies and accounting standards
- Support the preparation of reports for funder(s), partners, and senior leadership
- Assist in gathering data for audits, evaluations, or other organizational objectives
- Document workflows and create process guides for users

Miscellaneous Tasks

- Assist with public facing activities
- Participate in meetings and contribute to brainstorming sessions
- Perform other duties as assigned by Director of Finance

**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 Experience and Skills

- At least 2 years of experience in administrative or operations support, ideally within a non-profit organization
- Strong organizational and time-management skills with the ability to multitask
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite and especially Excel
- Knowledge of non-profit operations, fundraising, or grant management is a plus
- Strong attention to detail and ability to handle sensitive information with confidentiality
- Experience working with a general ledger software
- Proficiency in English (written and verbal)
- Proactive, with a solutions-oriented mindset
- Team player with a collaborative attitude
- Flexible and adaptable to changing priorities
- Strong interpersonal skills and the ability to interact effectively with diverse groups
- Commitment to and willingness to deepen understanding of the Farm Hub's mission to foster a resilient food system
- Demonstrated ability to participate in and foster a work environment of mutual respect, team building, and collaboration; committed to a culture of continuous learning

Preferred Qualifications

- Bachelor's degree in Business Administration, Non-Profit Management, or related field.
- Familiarity with basic accounting or budgeting practices.
- Experience using Sage Intacct
- Driver's license and clean driving record (if driving Farm Hub vehicles)

Physical Requirements: Ability to sit or stand at workstation approximately 70% of the time, walk the campus and fields to meet with employees occasionally, lift and carry approximately 20-25 pounds occasionally.

Travel – Possible overnight travel up to 5% of the time.

Position Details and Typical Schedule: The Business Coordinator is a full-time, non-exempt, position with a 37.5 – 40-hour work week. The salary range for the position is \$70,000 - \$75,000 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 include retirement, life insurance and other wellness benefits.

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

Hudson Valley Farm Hub is an equal opportunity employer and does not discriminate in employment on the basis of race, ethnicity, religion, age, gender, gender identity, sexual orientation, marital status, socio-economic status, disability, or medical condition. HVFH complies with federal and state disability laws and makes reasonable accommodations for applicants and candidates with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, please contact the People & Culture department at [hr\[at\]hvfarmhub.org](mailto:hr@hvfarmhub.org).