



Job Posting
Executive Assistant
Full Time

The Hudson Valley Farm Hub (HVFH) is a non-profit 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. We steer our efforts towards the greater community of regional farmers, Hudson Valley neighbors, and the natural environment as we advance field research and innovation, provide training and informational gatherings for growers and community members, and support community resiliency.

We are seeking a thoughtful, energetic, driven self-starter with excellent communication, organizational, and customer service skills to provide highest-level executive support and special project management in the role of **Executive Assistant**. The successful candidate will be able to work both collaboratively and independently, has a high level of sensitivity to confidential matters, and alignment with HVFH's mission. This position is located on a working farm and requires a general understanding of and interest in food and farming.

Position Summary

The Executive Assistant plays a key role in ensuring the efficiency and effectiveness of executive operations including administrative support, Leadership Team coordination, hospitality, project management, annual work planning support, and special projects. This position reports to the Managing Director, supports the Leadership Team, and works collaboratively with many internal and external constituents.

Responsibilities

Executive Support

- Manage the Managing Director's calendar, including scheduling and confirming meetings, travel arrangements, event coordination, and proactively adjusting as needed
- Support scheduling, hospitality, logistics, preparation of materials, agendas, note-taking, and follow-up for meetings involving the Managing Director, including meetings of the Leadership Team, All Team, and Oversight Committee
- Support Leadership Team meeting scheduling, logistics and hospitality; proactively monitor calendars to ensure Leadership Team representation on site
- Support organization-wide calendar prioritization and coordination
- Manage Managing Director's time tracking, expenses, budget, purchases, monthly credit card reconciliation; support Managing Director in approval of Direct Reports' time tracking and expense reports

- Support prioritization of requests for meetings and approvals
- Anticipate the Managing Director's needs and be proactive in lifting up challenges, proposing solutions, and taking an active role in implementing solutions
- Maintain and organize contacts and electronic and paper filing systems for Managing Director
- Assist Leadership Team with contract development
- Provide occasional coverage for other administrative staff members and assist at Farm Hub events as needed

Farm Hub Oversight Committee Support

- Support the Managing Director and Leadership Team's engagement with the Oversight Committee through coordination of logistics, special project management, preparation of agenda and materials, and post meeting follow up
- Maintain accurate Oversight Committee records including producing minutes
- Coordinate all logistics for on-farm Oversight Committee and certain NoVo meetings and visits, including scheduling, room reservations, set-up, clean-up, and/or hospitality; liaise with office management and events staff as needed

Operational and Project Management

- Support strategic initiatives across the organization including assisting in design and execution of projects
- Manage key communications and follow-up actions with internal and external teams
- Assist with organization-wide processes such as annual work and budget planning, including supporting the development of reports and strategic planning documents
- Keep track of initiative progress and proactively surface and address challenges
- Work closely with Leadership Team to ensure smooth operations and workflow within the executive office including refining organizational processes and implementing and maintaining appropriate tools and technology to improve effectiveness

Communications and External Partner Engagement

- Track all organizational memberships and sponsorships; with Managing Director and Leadership Team, determine HVFH participation in sponsorships and memberships and implement
- Serve as liaison between the Managing Director, Leadership Team, and Farm Hub staff to ensure day-to-day follow through of deliverables as well as support of clear lines of communication, information sharing, and project facilitation.
- Manage Managing Director's email account(s) and incoming paper correspondence, draft correspondence, proofread written documents, and monitor to ensure follow-through
- Coordinate high-level engagements with partners and affiliated organizations; with Managing Director, determine HVFH representation and support effective participation with background research, briefing memos, talking points, presentation prep, and sharing of learnings
- Ensure timely responses to inquiries directed to the Managing Director's office; triage incoming requests with the Managing Director, agree on and execute hand offs to other team members, and monitor to ensure follow through

- Collaborate with the Communications team, Managing Director, Leadership Team and Oversight Committee on announcements and related public relations items

Other duties as assigned by Managing Director

Qualifications

- At least five years of experience of significant administrative management experience in a related position
- Superior interpersonal and communication skills (verbal and writing)
- Excellent organizational, project coordination, and time-management skills, and ability to track multiple projects simultaneously
- Demonstrated commitment to confidentiality and discretion
- Ability to work both collaboratively and independently and to efficiently manage unplanned or new activities as they arise with agility
- High level proofreading and editing skills and the ability to synthesize complex information
- Excellent problem solving skills
- Proven ability to absorb and process info and distill key takeaways and action steps
- Commitment to excellent customer service for internal and external audiences
- Superior attention to detail and accuracy
- Outstanding computer skills, including a thorough knowledge of Word, Outlook, Excel, and PowerPoint
- Skilled at using technology applications to manage workflow
- Diligent with a no task too small mentality
- Demonstrated ability to foster a work environment of mutual respect, team building, and collaboration; committed to continuous improvement and a culture of learning
- Experience in or familiarity with agriculture and food systems
- Strong alignment with the Farm Hub's mission and ethos
- Driver's license and clean driving record (if driving Farm Hub vehicles)

Preferred Qualifications

- Proficiency in Spanish (verbal and written)
- Familiarity with Asana project management software
- Familiarity with Sage Intacct

Physical Requirements: Ability to sit at workstation approximately 70-85% of the time, walk the campus and fields to meet with employees occasionally, lift and carry 5-10 pounds occasionally.

Position Details and Typical Schedule: The Executive Assistant is a full-time, exempt position with a 37.5 – 40-hour work week. The salary range for the position is \$85,000-\$100,000 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 following [link](#). **A cover letter detailing your interest in and fit for the position is required.** Applications will be accepted and reviewed on a rolling basis until the position is filled. Only complete applications (cover letter and resume) will be considered. 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: People & Culture Department – Executive Assistant.

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, socioeconomic status, disability, or medical condition. We welcome applicants of all races, ethnicities, national origins, genders, sexual orientations, and differently-abled people. 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@hvfarmhub.org.