

# Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

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nycwatershed.org



## **WAC Executive Assistant to the Forestry Program Non-Exempt Employee**

Forests cover more than 75% of the New York City watershed. This forest provides an economic base for local communities while providing clean water to ten million New Yorkers. This 2,000 square mile “working landscape” delivers 1.3 billion gallons of drinking water each day. More than 60% of the NYC watershed forest is privately owned. The WAC Forestry Program supports the people who own, work and benefit from this forest land by:

1. Helping family forest owners care for and enjoy their woods through WAC’s MyWoodlot.com website and forest landowner education programs.
2. Connecting students, teachers and the general public from NYC and the upstate watershed with the forests that protect the quality of their water through WAC’s Urban/Rural Education Initiative.
3. Increasing awareness of the connection between forests and water quality among loggers, landowners, foresters and the general public through WAC’s Model Forest Program.
4. Working cooperatively with loggers, landowners and foresters to implement Best Management Practices that protect water quality
5. Increasing the number of trained loggers that serve a vital role in supporting working forests by supporting Trained Logger Certification (TLC) in the Catskill and Lower Hudson regions.

The Executive Assistant to the Forestry Program will be part of a team with responsibility for implementing these programs and more.

### **Required Skills and Abilities:**

- A robust knowledge use of Microsoft Office Products
  - Microsoft Access - table design, entry and sorting.
  - Microsoft Excel - creating tables, sorting fields and mail-merge
  - Microsoft Word - letter templates, mail-merge, mailing labels
- Detail-oriented with strong organizational skills
- A self-motivated learner
- The ability to work effectively in a dynamic office environment with frequent distractions
- The ability to work effectively independently and in a team setting
- Must have a valid and current driver’s license

### **Duties and Responsibilities:**

- Provide support for the Forestry Program with a focus on accuracy. These duties include but are not limited to: filing, developing minutes of meetings, computer work, faxing, phone calls, scheduling meetings and appointments.
- Accurately prepare and process project paperwork including the consolidation of financial forms, the development purchase orders and the creation of form letters.
- Accurately maintain the Forestry Program Microsoft Access database.
- Create written minutes of the bi-monthly Forestry Program Committee Meetings and other meetings as assigned.

- Oversight of event logistics including - travel arrangements, catering, making arrangements with facilities, and day-of event coordination.
- Provide general front desk duties - greeting and assisting office visitors and staff; responsible for primary office and phone coverage including providing 1<sup>st</sup> pick-up of WAC telephone lines; taking telephone calls in a courteous and helpful manner.
- Provide general WAC office support - maintaining and ordering office supplies, WAC attire, WAC provided cell phones, Personal Protective Equipment, ect.
- Assist the Administrative Services Director with the management and implementation of the WAC Health and Safety Program.

**Reporting Relationships:**

- Works under the direct supervision of the Forestry Program Manager.