

# Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

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nycwatershed.org



## **Executive Assistant to the Watershed Agricultural, Economic Viability and Outreach Programs Non-Exempt Employee**

The Executive Assistant to the Agricultural, Economic Viability and Outreach Programs will be responsible for providing administrative support to the programs as detailed below.

### **Education and Experience Requirements:**

- Good computer knowledge, including data entry, development of spreadsheets and word processing.
- Ability to work well with a diverse group of people.
- Ability to work independently and effectively in a team setting.
- Must have a minimum of 5 years of office experience.
- Must have a valid and current driver's license.

### **Duties and Responsibilities:**

- Provide support to all SLT members assigned to the Walton office, including the Economic Viability and Outreach managers: computer work, faxing, answering phone calls, scheduling meetings and keeping track of activities within the program areas.
- Responsible for Agricultural Program, Action Staff, Economic Viability, and WAP Managers meetings; preparation of materials for distribution, preparation of meeting agendas, taking of minutes, typing of minutes and maintenance of minutes books, setting up and cleaning up meeting room, organizing any meals that may be requested.
- Track invoices, including credit card bills that come in for the WAP, Economic Viability and Outreach (other than BMP payments), ensuring funding availability by line item, prepare purchase orders with managers in a timely manner for approval and signature, and forwarding to Main WAC Office.
- In coordination with the Procurement/Contract Coordinator, schedule and maintain WAP technical staff appointments with the consulting engineer(s).
- Responsible for tracking farm status changes and distributing introductory packets.
- Oversee maintenance of the Small Farms Tier I and Tier II database.
- Prepare and coordinate travel requests for all WAC employees in the Walton office.
- Responsible for the tracking, ordering and storing of office supplies, ensuring adequate supplies are available and kept in a neat, easily accessible manner for all WAC staff assigned to the Walton Office.
- Attend Agricultural, Economic Viability and Outreach Program events, as needed.
- Coordinate Program events and organize event registration and displays.
- Responsible for the coordination of Annual Status Reviews and O&M Agreements.
- Assist the Outreach program in display development as needed.
- Coordinate monthly and quarterly contract & grant reports, as needed.
- Responsible for the compilation of the WAP Annual Report.
- All other duties as assigned.

### **Reporting Relationships:**

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