

Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

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nycwatershed.org



East of Hudson Administrative Assistant Non-Exempt Employee – Part Time

The EOH Administrative Assistant will work with the Watershed Agricultural Council's East of Hudson (EOH) Program in support of the Agricultural and Forestry Programs in New York City's Croton Watershed.

Education and Experience Requirements:

- Exhibits ability to work well and interact with a diverse group of people.
- Ability to efficiently manage a progressive office environment.
- High degree of competency and professionalism.
- Must have a minimum of 3 years of office experience.
- Ability to provide program-related guidance and assistance to Program constituents as needed.
- Strong computer skills including Microsoft Office Suite 2007, Adobe Acrobat 9.
- Must have a valid and current driver's license.

Duties and Responsibilities:

- Oversee operation of EOH office physical plant: Copiers, computers, fax, mail meter, phone system, internet/email providers, IT service providers, housekeeping subcontractors, office supplies, furnishings, equipment, liaison with Westchester Co. DPW and Hilltop Hanover Farm, etc.
- Vehicle Fleet Manager: Oversee vehicle sign out, monthly vehicle inspections, monitor and schedule oil changes and needed repairs for three vehicles.
- Oversee the distribution of office equipment (computers, office furniture, printers, cell phones, etc.) in the EOH office.
- Prepare mailings and purchase orders.
- Collect receipts for credit card bills for EOH employees and charge each to the correct budget line.
- Prepare procurement documents and bid packages and run legal ads; gain knowledge sufficient to respond to contractors' questions. Coordinate site showings and bid openings.
- Answer phones and direct calls, and open, sort, screen and distribute mail.
- Prepare meeting materials and minutes for committee meetings.
- Maintain current contact information for participants, contractors, media, elected officials and partner organizations.
- Record and manage relevant program data in the Organizational database.
- Ag Program – assist with written plan preparation and distribution to appropriate Committee members and agency staff. Maintain case files and administer BMP procurement protocol.
- Assist the Ag program planner and Ag Engineering staff with procurement and contract documents, site showings, communications with contractors and subcontractors.
- Coordinate arrangements for trainings, conferences and seminars for EOH staff.
- Assist EOH Staff with outreach initiatives including basic graphic design for printed publications, assembly of outreach materials and represent the Organization at local events.
- Assist in the preparation and submission of applications for grants and alternate funding sources.
- All other duties as assigned.

Reporting Relationships:

- Works under the direct supervision of the East of Hudson Agricultural Program Coordinator.