

Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

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nycwatershed.org



East of Hudson (EOH) Administrative Assistant

Non-Exempt Employee – Full Time

The EOH Administrative Assistant will work with the Watershed Agricultural Council's (WAC) East of Hudson Program in support of the Agricultural and Forestry Programs in New York City's Croton Watershed. This position works under the direct supervision of the EOH Program Manager.

Minimum Qualifications:

- Work independently with little supervision.
- Ability to work well and interact with a diverse group of people.
- Ability to efficiently manage a progressive office environment.
- Possess and exhibit a high degree of professionalism.
- Ability to provide program-related guidance and assist program constituents as needed.
- Must have a minimum of 3 years of office experience.
- Possess strong computer skills, including Microsoft Office Suite 2007 and Adobe Acrobat 9.
- Must have a valid NYS driver's license, free of infractions.
- Must be able to lift a minimum of 40 pounds.

Duties and Responsibilities:

- Answer phones and place direct calls.
- Sort, screen and distribute mail.
- Prepare and distribute minutes from committee meetings.
- Prepare and distribute mailings.
- Prepare and process purchase orders.
- Oversee the operation of the EOH office, including but not limited to, the operation and maintenance of copiers, computers, fax machine and phone system.
- Coordinate services with internet/email providers, IT service providers and housekeeping subcontractors.
- Act as the liaison with Westchester Co. DPW, etc.
- Order and manage the distribution of requested and approved office supplies, furnishings, equipment, etc.
- Manage vehicle sign-out, monthly vehicle inspections, monitor and schedule oil changes and needed repairs for EOH vehicles.
- Collect receipts for credit card bills from EOH program staff and charge to the correct budget line.
- Prepare procurement documents, bid packages and run legal ads. Gain knowledge sufficient to respond to contractors' questions. Coordinate site showings and bid openings.

- Maintain current contact information for participants, contractors, media, elected officials and partner organizations.
- Record and manage relevant program data in the Organizational databases.
- Assist the EOH Program with written plan preparation and distribution to appropriate Committee members and agency staff. Maintain case files and administer Best Management Practices procurement protocol.
- Assist the EOH Program Planner and EOH Engineering staff with procurement, contract documents, site showings and communication with contractors and subcontractors.
- Coordinate trainings, conferences and seminars for EOH staff.
- Assist EOH Staff with outreach initiatives including workshops, basic graphic design for printed publications, assembly of outreach materials and representation of the Organization at local events.
- Support and assist EOH Program staff with farm visits and fieldwork.
- Assist with application, administration and reporting for grants and alternative sources of funding.
- All other related duties as assigned.