



**Administrative Assistant, Community Relations
Local Economies Project
Kingston, NY 12401**

The Local Economies Project is seeking an Administrative Assistant, who will report to the Associate Director of Community Relations. He/she will support the organization's communications and public relations activities through providing essential administrative and outreach functions while performing general office duties as part of an energetic team working to meet the challenges and opportunities of a growing organization.

The Local Economies Project is a not-for-profit, philanthropic organization with a mission to build an equitable and ecologically resilient food system in the Hudson Valley. The Hudson Valley Farm Hub, a non-profit education and demonstration farm based on 1255 acres of prime farmland in Hurley, NY, is an initiative of LEP. The Administrative Assistant will be based in LEP's Kingston office and will be expected to make regular trips to the Farm Hub in Hurley for meetings and events.

Essential Duties and Responsibilities:

- Provide administrative assistance to the Associate Director of Community Relations, including scheduling, filing, meeting notes, reports and departmental expense tracking
- Provide grants-related administrative support, including maintaining grantee files and tracking application and reporting deadlines
- Schedule and prepare for meetings (agendas, catering orders, logistics, and meeting minutes)
- Track and respond to phone and e-mail inquiries
- Maintain communications filing systems, press clips, photo and video archives
- Maintain and update mailing lists and contacts
- Assist with e-blasts and other communications output
- Collect, organize & fact check content for social media, website & outreach materials
- Provide logistical & outreach support for events, conferences, and media projects
- Monitor and maintain office supplies and communications inventory (displays, print materials, equipment)
- On a rotating basis with other staff, answer and direct telephone calls, receive and direct visitors, receive and disperse incoming mail and shipments, assist with office maintenance and hospitality tasks such as coffee set up and kitchen organization

Required Qualifications:

- Minimum of two years office administration experience, preferably in a communications, marketing, or development team environment
- Exceptional organizational skills, with ability to track multiple projects simultaneously

- Strong communication skills (written and verbal) and attention to detail
- High proficiency in Microsoft Office suite including Word, Outlook (email and calendar) and Excel
- Experience with Mail Chimp or similar list management system
- Must have valid driver's license and reliable transportation

Preferred Qualifications:

- Experience with database and/or CRM management
- Knowledge of agriculture and food systems
- Associates or Bachelors degree
- Photography, videography, and/or graphic design skills

This is a permanent full-time position with a forty-hour workweek. We offer a competitive salary and benefits package, and we are an equal opportunity employer. All candidates, regardless of race, gender, age, or sexual orientation, are encouraged to apply. Interested candidates should email a cover letter and resume to lepadmin@newwf.org by February 10, 2017.