



## **Administrative Assistant Job Posting**

NOFA-NY is hiring a half-time Administrative Assistant to start as soon as possible.

Founded in 1983, the Northeast Organic Farming Association of New York (NOFA-NY) is the premier statewide organization dedicated to organic agriculture. NOFA-NY provides education and outreach to farmers, consumers, and gardeners; advocates for a fair food system at the state and federal levels; and is the largest USDA-accredited organic certifier in New York State.

### **Position Summary**

The Administrative Assistant supports the daily operations of the organization by providing administrative and clerical support. The role ensures smooth office functioning, positive customer and client support, and the timely processing of information as it received into the office. The ideal candidate is detail-oriented, organized and comfortable balancing administrative tasks across all aspects of the organization.

### **Key Responsibilities**

- Receive, scan, and distribute all incoming mail/deliveries and manage outgoing mail when needed for all aspects of the organization.
- Answer and route phone calls, emails and general inquiries.
- Assist the Controller with the processing of finance duties as directed.
- Interface with contracted tech support for general maintenance, updating and ordering equipment.
- Conduct data entry input into organization's data systems, including membership management tool.
- Oversee organization, management and distribution of office supplies.
- Assist with onsite meeting logistics.
- Support internal and external communications, including membership communications, and occasional updates to website

### **Qualifications**

- Experience in administrative support, customer service and/or nonprofit operations.
- Excellent organizational and time management skills with attention to detail.
- Strong written, verbal, and interpersonal communication skills.



- Proficient computer skills, including a working understanding of database programs, Microsoft Office and email systems.
- Ability to perform multiple tasks and meet deadlines.
- Works well independently or on team projects.
- High School degree or equivalent and 1-3 years' experience in administrative work.

This is a half-time (20+ hours/week) on-site position working from our Binghamton, NY office. This position is benefits eligible and include healthcare, dental, vision, life and 403(b) as well as very generous paid holidays/vacation time. NOFA-NY offers a collaborative and flexible working environment. \$19/hour starting rate.

Interested and qualified candidates are invited to email a resume and cover letter to [hr@nofany.org](mailto:hr@nofany.org). For information regarding our organization, please visit [www.nofany.org](http://www.nofany.org).

***NOFA-NY is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender identity, sexual orientation, national origin, age, disability, genetic information, or any other protected class. We encourage applicants from diverse backgrounds to apply. NOFA-NY is committed to centering racial equity in our organization and in our advocacy work. Please visit NOFA-NY's website to read our Equity Statement [here](#).***