

# Hudson Valley AgriBusiness

DEVELOPMENT CORPORATION

---

## **Job Title: Program Associate HVADC**

Job Type: Part Time

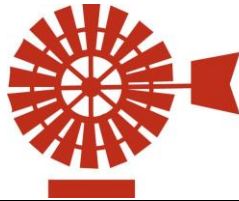
Established as a nonprofit in 2007, Hudson Valley Agribusiness Development Corporation (HVADC) is dedicated to promoting balanced, market-based solutions that lead to enhanced agricultural entrepreneurship, rural economic growth, and community enhancement. HVADC is the only economic development agency in the Hudson Valley with a specific focus on the viability of the agricultural economy in the region. HVADC's charge is to enhance the agricultural sector in the Hudson Valley by assisting both new and existing agri-businesses and supporting policies and regulations that recognize and support New York State's agricultural economy.

The Program Associate is a part-time position (20-25 hours per week) supporting all HVADC programming with the following responsibilities:

- Provide administrative support to ensure efficient operation of office
- Answer phone calls, schedule meetings and support visitors
- Carry out administrative duties such as filing, typing, copying, binding, scanning
- Respond to client queries and work with Business Services Coordinator to manage new client intake
- Work with Business Services Coordinator to administer funding programs such as the Grown and Certified Grant Program, and support funding recipients throughout project completion
- Work with content writer to prepare monthly HVADC newsletter, "The Cultivator", for digital transmittal via Mailchimp; and maintain mailing list
- Assist executive staff with monthly bookkeeping and annual reporting, auditing and compliance requirements
- Maintain in-office supply inventory, place and process orders and work with outside vendors such as printers to produce HVADC materials
- Update HVADC website as needed (hosted in Wix)
- Coordinate with HVADC staff, board, advisors, and consultant network to produce occasional special events, educational workshops and outreach sessions
- Coordinate other HVADC staff, Board members, advisors and clients for HVADC's other programs such as Incubator Without Walls, Farm and Food Funding Accelerator, and workshops, as well as special events, as needed.
- Interact with outside vendors such as designers and printers to facilitate the production of HVADC materials

### **Program Administration: Hudson Valley Bounty**

- Coordinate and administrate Hudson Valley Bounty, HVADC's consumer-facing farm and food business database and producer online portal including:
  - Prepare and transmit Hudson Valley Bounty consumer newsletter (monthly) and producer newsletter (weekly), and maintain mailing lists
  - Respond to inquiries received through Hudson Valley Bounty website
  - Promote membership in coordination with executive staff and marketing consultant, and serve as point of contact for producer members
  - Work with web designer to update website as needed and support members and users



# Hudson Valley AgriBusiness

## DEVELOPMENT CORPORATION

---

- Cultivate Hudson Valley Bountly's social media presence on Facebook and Instagram by sharing news and events from members and uplifting farm and food events such as CSA Week and Farmers' Market Week

### **Required Qualifications**

- Bachelor's degree or equivalent combination of education, training or experience
- Strong written and verbal communication skills
- Understanding of and adherence to confidentiality and privacy practices.
- Excellent interpersonal, team building and relationship-building skills
- Strong attention to detail, time management and organization
- Intermediate proficiency in Microsoft Office (Word and Excel); Zoom; and Dropbox
- Proficiency with standard social media platforms, and developing posts for Facebook, Instagram, Twitter and LinkedIn, especially for marketing and outreach
- Commitment to racial and social equality
- Understanding of and adherence to confidentiality and privacy practices
- Valid driver's license, reliable transportation and ability to independently travel within HVADC's coverage area to visit with clients and partner organizations
- Proof of Covid-19 vaccination + booster, and mask wearing/social distancing in office

### **Desired Qualifications**

- Proficiency in web content platforms such as Wix, Wordpress or other
- Working familiarity with email platforms such as MailChimp or Constant Contact
- Basic knowledge of grant writing process
- Bilingual (Spanish) preferred but not required
- Comfortable working in environments with animals, i.e. cows, chickens, pigs, lambs, dogs

### **Additional Information:**

- This is an in-person position in Hudson, NY, with some flexibility for remote work a possibility.
- Position requires occasional travel throughout the Hudson Valley.

### **Compensation**

Flexible schedule, \$20-23/hour, dependent upon relevant and valid skills/experience.

### **How to Apply**

Email resume and cover letter to [careers@hvadc.org](mailto:careers@hvadc.org). Application deadline: September 21, 2022.

HVADC is an Equal Opportunity Employer and is committed to creating an inclusive workplace that respects and values diversity of cultural, ethnic, and experiential backgrounds. We welcome applicants of all races, ethnicities, national origins, genders, and sexual orientations, and differently abled people.