

# **Long Island Farm Bureau**

## **Position Description**

### ***Administrative Assistant***

**Organizational Background.** Long Island Farm Bureau (LIFB) is a member-based organization that advocates for agricultural issues in Suffolk and Nassau Counties and the New York City boroughs. The membership includes over 600 farmers and farm families that produce horticultural and food crops; craft beverages; aquacultural products; and livestock-related commodities.

**Overall Responsibilities.** The Administrative Assistant provides support to the LIFB Executive Director and other staff as directed by the Executive Director. The position has responsibilities related to general office administration, digital communications, and merchandise sales. The position is supervised by the Executive Director.

**Specific Responsibilities and Duties.** The Administrative assistant is responsible for:

- Office Administration
  - responds to telephone, email, and walk-in inquiries from LIFB members, stakeholders, media, and the general public
  - processes incoming mail
  - performs filing of electronic and physical files
  - coordinates bulk mailings
  - provides support for Board of Director meetings
  - schedules meetings for staff, LIFB committees, and related stakeholders
  - assists in preparation for and implementation of fundraising events
  - orders office supplies
- Digital Communications
  - assists with update of LIFB website and social media platforms
  - maintains electronic lists used by the organization
  - assists with preparation of email and print newsletter
- Merchandise Sales
  - fulfills orders received by telephone, on-line, or walk-in
  - tracks revenue and prepares periodic reports
  - monitors inventory and restocks as needed
  - prepares new inventory for sale

**Skills Required.** The successful candidate must be highly organized, reliable, comfortable with digital technology, and able to effectively collaborate in a small office environment. The Administrative Assistant is expected to:

- professionally interact in-person and electronically with a broad constituency of stakeholders •
- prioritize and perform tasks in a timely manner
- utilize electronic technologies that are commonly used in small office environments
- be willing to learn new software applications

**Education and Experience.** A High School degree is required and an Associate's degree is preferred. Experiences in an office environment utilizing office software applications are desired. Experience in customer service or retail sales would be an asset.

**Work Schedule and Compensation.** The position is part-time with an average of 20 to 25 hours per week with most work occurring during normal business hours. There will be an occasional need (typically once per month) to attend an

evening meeting. Most work activities will take place at the LIFB office in Calverton, NY. The Administrative Assistant is an hourly position with a wage paid weekly of \$20 per hour-plus, depending on qualifications and experiences.