



**Position Title:** Executive Assistant

**Reporting to:** Executive Director, Hudson Highlands Fjord Trail

**Mission of Position:** The Executive Assistant will support the Executive Director and HHFT team as a whole, while being responsible for a broad range of administrative and general duties in the areas of finance, administrative, and office management. The position requires regular collaboration, critical thinking, and excellent organizational skills. The professional in this position must have the ability to appropriately handle confidential information, provide scheduling support to the HHFT Directors team, and maintain organizational procedures and systems that maximize collaboration while remaining efficient.

**Qualifications:** The successful candidate will have excellent office and computer skills, take pride in their attention to detail, and be able to handle multiple tasks simultaneously under tight deadlines. In short, the Executive Assistant should be prepared to support the Executive Director as an active and engaged member of the larger Hudson Highlands Fjord Trail team.

This position requires excellent written and verbal communication skills to succeed both as a high functioning member of the HHFT team and in public settings such as board and stakeholder meetings, and public-facing special events. The candidate must be both adaptable and comfortable speaking with the public, Board of Directors, major donors, and project partners, with the ability to prioritize multiple responsibilities and report issues to the ED in a timely and efficient manner. Minimum of five years previous administrative support preferred. Strong proficiency in Microsoft Office Suite, Adobe Acrobat and Google Docs/Sheets required. Familiarity with Salesforce CRM or comparable database systems are a plus. Must have ability to draft and edit correspondence and share a commitment to Hudson Highlands Fjord Trail's mission. Must have ability to lift up to 30 lbs. to help move files and other items from location to location for events, as needed. Demonstrated experience and/or interest in land conservation, outdoor recreation, and advancing environmental justice issues will be greatly valued.

**Compensation:** Full Time, Salary range \$50k - \$58k with competitive benefits package.

**Principle Responsibilities may include:**

The Executive Assistant will provide administrative and office management support to the Executive Director (80%) and team (20%), including:

**Executive Support**

- Maintain ED calendar and facilitate scheduling.
- Assist with scheduling and meeting coordination for Board of Directors, committees, working groups, including preparation of packets and in-person meeting logistics.
- Attend meetings of the Board, committees, or other groups as needed to take meeting minutes. Meetings will occur both virtually and in person. When held in-person, meetings primarily occur in the Fjord Trail project area.
- Support ED by regularly updating Board orientation manual, contact info and compliance documents.

- Support ED and HHFT staff with permitting applications and Land Accreditation renewals to remain compliant with NYS and local municipalities.

#### **Office & Operations Management**

- Provide initial new staff onboarding, reviewing staff policies, sharing calendars, staff logins and general overviews of HHFT and Scenic Hudson policies.
- Coordinate supervision of outside maintenance/cleaning staff or other vendors with Park Director and Director of Finance & Operations.
- Assist with IT support, refreshments and set-up/clean-up for in-person meetings, as well as coordinating staff birthday celebrations and weekly staff meetings.
- Establish and manage file retention systems and procedures for messages, hard copy of materials, e-mail, computer files and verbal information. Regularly check communal e-mail inboxes (info@hhft.org and ap@hhft.org) to assist in routing communications and prioritizing messages.
- Assist members of the Fjord Trail staff with additional tasks as needed. Other duties may include: proofreading, research, filing, data entry, photocopying, and mailings.

#### **Bookkeeping, Record Keeping and Finance Support**

- Support Director of Finance & Operations in maintaining electronic vendor folders, contract filing, and updating budget records for consultant and vendor services.
- Assist Executive Director with uploading and correctly categorizing credit card receipts on a monthly basis.
- Coordinate with HHFT staff to update passwords, contact information and payment information for HHFT utilities and other vendor accounts.

#### **Background:**

The Hudson Highlands Fjord Trail will be a new 7.5 mile riverfront linear park in the Highlands region of the Hudson River Valley. Set to begin construction later this year, this job is an opportunity to join the growing team that will ultimately build, manage, and program the new park. The park, in its design and future programming, will emphasize accessibility to a variety of outdoor experiences for all ages and abilities to enjoy – from rugged hikes to shoreline promenades to immersive forest and marsh meanders. Hudson Highlands Fjord Trail, Inc. is an independently subsidiary non-profit of Scenic Hudson, Inc. HHFT offices are currently in Beacon, NY and the staff maintains a hybrid in-office/remote schedule. Scenic Hudson's (and its subsidiaries, including HHFT) current policy requires all staff members be fully vaccinated to be in the office. Initial onboarding period requires in-office time.

#### **Contact:**

Please send cover letter, resume and brief writing sample to: [jobs@scenichudson.org](mailto:jobs@scenichudson.org). Further information can be found on our website: [www.scenichudson.org](http://www.scenichudson.org). No phone calls please.

**HHFT and Scenic Hudson define Environmental Justice as the fair treatment and meaningful involvement of people regardless of their ability, culture, education, gender, heritage, income, or race in efforts, decisions, and actions that impact their environment, health and livelihoods.**

**HHFT and Scenic Hudson are Equal Opportunity Employer promoting and celebrating excellence and cultural diversity. We are committed to advancing diversity, equity, representation, and inclusion, and strive to serve all people in the Hudson Valley by evaluating all our projects, strategic initiatives, and outcomes through that lens.**