



Receptionist/Administrative Associate

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| Position Title: | Receptionist/Administrative Associate | Reports To: | Director of Administration |
| Department: | Administration | Location: | NYC Office – Midtown |
| Date: | June 2019 | Status (exempt/non): | Fulltime; Non-exempt |

The Open Space Institute, Inc. (OSI) protects scenic, natural and historic landscapes to ensure public enjoyment of lands, clean water, climate protection, and healthy communities. OSI achieves its goals through land acquisition, conservation easements, loan and grant programs, creative partnerships, and analytical research.

Position Summary

The Administrative Associate is stationed in the reception area at OSI's main headquarters and acts as the face and voice of OSI to the general public and guests (including board members and constituents). This position is the first point of contact and often the go-to person for questions from OSI staff (including 30+ in the main office and 20+ remote staff). The Administrative Associate represents the organization by always engaging in a friendly and professional manner. Neat and professional appearance and demeanor is required.

The Administrative Associate will spend up to 10 hours per week assisting OSI's Conservation Communities program, which includes two small grant programs and a fiscal sponsorship program, Citizen Action, that provides back office support for grassroots community groups whose programs and activities are aligned with OSI's central mission to protect scenic, natural, and historic landscapes.

Responsibilities and Duties

General Office Assistance

- Responsible for the upkeep and maintenance of office areas including kitchen, as well as arrangement and housekeeping of office facilities. Ensure a safe, clean, fully functioning and cost-effective environment. (duties include brewing coffee, both regular and decaffeinated, empty dishwasher, and turning on office lights, keeping printer stations stocked and tidy, etc.);
- Ensure that office and pantry supplies are stocked (such as pens, paper, coffee filters, teas, milk, coffee, note pads, etc.);
- Assist with day-to-day office operations (such as mail and delivery handling, registering visitors to Kastle security, and postal needs, etc.);
- Perform reception services to ensure professionalism and donor focused communications both internally and externally. Screen sales calls and phishing phone calls in a polite and courteous manner;
- Scan bills and prepare check requests as needed;
- Responsible for compiling and distributing staff whereabouts worksheets;
- Schedule GoToMeetings and send out calendar invitations to meetings as needed, including weekly staff and senior staff meetings, and assist in ensuring all meetings are set-up and started on time;
- Support conference room services (such as ordering food, supplies, materials printing, room set-up, etc.);
- Assist with compiling, assembling, and distributing quarterly board books;



- Remind staff to send departmental updates before full staff meetings. Compile and circulate updates to staff no later than the day before the meeting;
- Keep OSI staff and board “Facebook” updated. Keep staff and board contact information updated;
- Support Director of Administration and Office Manager with daily administrative office functions, as needed;
- Support departmental needs with regards to desk space in NYC office for visitors and remote staff and conference space availability; and

The Conservation Communities Program

- Generate batches of “Thank You” letters (donor and foundation) for review. For donation amounts exceeding \$250, review for signature and send out periodically.
- Ensure CitAc group contact lists are up to date (Bible List and Outlook contacts)
- Notify CitAc groups via email with scanned donation checks attached
- Scan and file grant letters into OSI shared drive and in their physical files. Log grant into CitAc shared calendar in Outlook with grant letter attached, a month prior to final report due date. Send email notification with grant letter attached on due date
- Email monthly financial reports to CitAc groups in coordination with Finance Department
- Direct CitAc related calls to the Citizen Action and Education Manager, Jessica Watson. When OSI is not accepting applications, direct callers to fiscalsponsorshipdirectory.org
- Open, copy, and record incoming applications for internships
- Maintain contact database for McHenry Award
- Open, copy, and record incoming applications for Malcolm Gordon Charitable Fund and McHenry Award

Qualifications and Skills

- Bachelor’s degree or equivalent experience
- Friendly and professional demeanor
- Sense of humor and calm under pressure
- Excellent written, verbal and interpersonal communication skills
- A self-starter, with an appetite for learning
- Exemplary planning and organizational skills
- Ability to juggle multiple tasks simultaneously, establish priorities and meet project deadlines
- Ability to move seamlessly between working independently and as part of a team
- Proficiency in Microsoft Word, Excel, and PowerPoint

Physical Requirements

- Frequently sits for long periods of time
- Frequently speaks, reads, writes and uses a computer keyboard
- May require occasional standing, walking, lifting up to 20 lbs., stooping, bending, moving files

This job description is not intended to represent a complete, comprehensive list of all duties and responsibilities that may be required in this position. There may be unplanned activities and other duties as assigned.

OSI is committed to workplace diversity and inclusion. We recognize that our conservation mission is best advanced by the leadership and contributions of people of all genders, diverse backgrounds, beliefs and cultures. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.



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Additional information

The hire is a full-time position that offers a competitive salary and benefits package.

For information on OSI, visit www.openspaceinstitute.org.

To apply:

Please email cover letter, resume, salary expectations, and where you saw this posting, preferably as a single PDF, to resumes@osiny.org, with "*Receptionist/Administrative Associate*" as the subject. We will be reviewing applications on a rolling basis through June 30. No phone calls please.