



Position Description: Land Program Administrative Assistant

Position Title: Land Program Administrative Assistant
Reports To: SVP of Conservation Transactions
Department: Land Program & Stewardship
Location/Hours: Warwick, NY; Job hours are 9am-2pm, M-F

The Open Space Institute, Inc. (OSI) protects scenic, natural and historic landscapes to ensure public enjoyment, conserve habitats, and sustain community character. OSI achieves its goals through land acquisition, conservation easements, loan and grant programs, creative partnerships, and analytical research.

Position Overview

The Land Program Administrative Assistant reports directly to the SVP of Conservation Transactions and is responsible for support and administrative duties in both the Land and Stewardship Programs. The Land Program Administrative Assistant interacts with the entire Land and Stewardship staff, which include remote staff and the legal department (a team of 15 people), to facilitate communication within the programs, between other programs, and with the Board of Directors. Job hours are 9am-2pm, M-F

Administrative Support

- Work with Finance department to ensure that invoices received are sorted and approved according to their respective responsible parties, and that they are submitted in full compliance with accounting department standards (e.g. new vendor requests, check requests, and accounting codes)
- Maintain Land Department calendar. Schedule, arrange and manage agendas and files for internal staff meetings. This includes conference room reservations and remote technology set up. Maintain calendar for the SVP of Conservation Transactions and make travel arrangements as needed for the land staff.
- Organize and schedule external meetings with consultants, advisors and on occasion, assist with special program events.
- Coordinate quarterly board submission materials, including fact checking and proofreading as needed, on behalf of the Land and Stewardship Departments including creating PowerPoint presentations for SVP of Conservation Transactions. Record minutes at committee meetings.
- Serve as liaison with External Affairs Department and Finance Department (specifically the Database Manager) to facilitate the creation of reports that utilize the historic land database.
- Support land staff to ensure that all data is given to Database Manager in a timely fashion.
- Assist in the completion of special projects involving collaboration with external organizations as assigned.
- Provide administrative support to land staff as needed, including compiling and submitting expense reports, inputting contact information into Outlook, and generally organizing and managing both digital and paper files.
- Coordinate with SVP and HR to monitor and ensure that HR records, including time-off requests, are accurate and submitted on-time.

- Receive, sort, and distribute all mail for Warwick office. Handle packages and mail correspondence for the Land and Stewardship programs including mass mailings and express mail.
- Coordinate with land, finance and legal staff to update the New York State Comptrollers Vendor Responsibility Questionnaire online and to facilitate reimbursement requests from state agencies on a project by project basis.

Office Management: Warwick

- Coordinate with IT consultant and NYC Office Manager to respond to and ensure resolution of all IT-related inquiries, complaints, and problems.
- Maintain office as a functional work space, keeping common areas neat, tidy, and well stocked (office supplies, coffee, tea, snacks, etc.)
- Order, set up, and clean up food and refreshments for guests and meetings.
- Plan and coordinate office events.
- Manage any contractor relationships (IT consults, electricians, building landlord, cleaning staff, etc.)

Required Skills/Core Competencies

- Ability to multitask and prioritize among numerous ongoing projects in a fast-paced environment.
- Computer proficiency using Microsoft Office suite.
- Strong interpersonal skills and demonstrated capacity for teamwork.
- Detail oriented self-starter.
- Excellent organizational skills.
- Excellent verbal and written communication skills.
- Ability to manage work between several managers and set priorities.
- Ability to use good judgment and take initiative.
- Desirable: Knowledge of, experience with, or interest in conservation/environmental issues.

Qualifications

- Bachelor's degree or equivalent experience.
- A minimum of 2 years' experience providing administrative support; nonprofit experience a plus.

Physical Requirements

- Requires travel to NYC office regularly (generally 1x/week).
- Frequently sits for long periods of time.
- Frequently speaks, reads, writes and uses a computer keyboard.
- Often requires standing, walking, lifting, stooping, bending.

To Apply:

Please email cover letter, resume and salary expectations as a single PDF to resumes@osiny.org, with “*Land Program Administrative Assistant*” and where you saw the posting in the subject line by Nov 5, 2018.

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.

For additional information visit www.openspaceinstitute.org.

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