



## Job Opening: Administrative Assistant

We seek to hire an individual for a newly created full-time **Administrative Assistant** position to provide administrative and office management support to the professional staff and volunteers of the Erie Canalway Heritage Fund, Inc. and the Erie Canalway National Heritage Corridor Commission.

The successful applicant must have excellent administrative, organizational, written, and verbal communication skills and clearly demonstrate the ability to work effectively with an organizational team and partners. The individual must be flexible and able to multi-task.

### Summary of Duties and Responsibilities

- Help manage office, including various aspects of office supplies, equipment, and occupancy.
- Plan and schedule meetings, help with logistics and preparations, and take notes/minutes.
- Provide various types of operational and programmatic support to professional staff and volunteers, including assistance with events.
- Assist with distribution of publications and materials.
- Assist with database management.
- Assist with managing insurances and employee benefits.
- Enter various transactions into accounting system.
- Represent organization at events, meetings, and other functions throughout the Corridor.

### Qualifications and Requirements

- Demonstrated administrative and organizational management skills (experience with small businesses and/or nonprofit organizations preferred).
- Demonstrated computer proficiency (experience with Microsoft Office 365, including Access, or similar software preferred).

- Demonstrated ability to be a team player and to work within a fast-paced environment (prior experience working in team environments and with volunteers preferred).
- Willingness to be present at office during “normal” business hours (this position does not lend itself to teleworking).
- Willingness for occasional travel to meetings or events.
- Interest in preserving and promoting the extraordinary heritage and resources of the Erie Canalway National Heritage Corridor (familiarity with the Corridor and its historic, cultural, and natural resources preferred).

### **About the Erie Canalway National Heritage Corridor**

The Erie Canalway National Heritage Corridor Commission and the nonprofit Erie Canalway Heritage Fund, Inc. collaborate with communities and organizations to preserve and interpret the nationally significant heritage of New York’s canal system, provide world-class recreational and educational opportunities, foster economic revitalization, and improve quality of life within a 524-mile-long Corridor. The Corridor includes more than 3 million residents and more than 200 communities that border the present-day New York State Canal System and its historic alignments. Visit [www.eriecanalway.org](http://www.eriecanalway.org) for background information and to learn more about current activities.

### **Location**

The position is located at the organizational headquarters in Waterford, New York, in Peebles Island State Park, at the confluence of the Mohawk and Hudson Rivers. The region offers a wonderful quality of life rich in recreational, historic, and cultural amenities.

### **Compensation**

Full-time position. Annual salary of \$50,000 - \$55,000, depending on experience, plus benefits package. The employee will be hired through the nonprofit Erie Canalway Heritage Fund, Inc.

### **To Apply**

Qualified candidates should send a resume and a thoughtful cover letter **electronically** to: [diane\\_jennings@partner.nps.gov](mailto:diane_jennings@partner.nps.gov)

Diane Jennings, Executive Assistant  
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**Applications will be accepted immediately, and through July 14, 2023.**

*Erie Canalway Heritage Fund, Inc. is an equal opportunity employer.*