Finger Lakes ReUse Inc.
Staff Position Description – Summary and Qualifications

Job Title: Administrative Assistant
Reports to: Development Coordinator

Duration: 1-2 years with the possibility to continue beyond, funding dependent.

POSITION Overview:

The U.S. Department of Agriculture (USDA) has awarded Finger Lakes ReUse a Solid Waste Management Grant to implement community-driven waste reduction and reuse-focused solutions, in rural New York State communities.

The ReUse Technical Assistance Program (ReTAP) seeks to create a more circular economy in which reusable materials and products are kept in local circulation through collection, sorting, maintenance, repair, reuse, refurbishment, remanufacturing, upcycling, and recycling. The technical assistance program will deliver strategies, processes, and tools to local government officials, community organizations, businesses, residents, and/or entrepreneurs in five to eight rural communities in Central New York. Solutions developed will fit each community's unique needs and material diversion goals.

POSITION SUMMARY:

The Administrative Assistant will provide administrative support to the ReTAP program, including the following tasks:

- Organize notes and contacts from community meetings, internal ReTAP meetings, and relevant stakeholder groups and conferences.
- Support correspondence efforts, tracking, and updating and maintaining a stakeholder database (CRM)
- Engage in research projects regarding legal, real estate, and geographic matters.
- Enter and upkeep data to aid in grant reporting.
- Ensure the accuracy and quality of stakeholder management documents.
- Assist with other administrative tasks as assigned.

REQUIRED QUALIFICATIONS:

• Ability to work independently without direct supervision.
• Ability to communicate pleasantly and effectively with staff, stakeholders, and the public.
• Ability to read, interpret, and follow verbal and written instructions.
• Ability to accurately and legibly maintain spreadsheets.
• Minimum education not required.

PREFERRED QUALIFICATIONS:

• Demonstrated experience with Microsoft Office Suite, Google Suite, and Salesforce.
• Demonstrated experience in solving practical problems in a changing work environment.
• Demonstrated experience communicating with diverse audiences and working with diverse populations.
• Previous experience working in or with not-for-profit organization(s).
• Demonstrated investment in ReUse's mission to enhance community, economy and environment through reuse.
• Ability to move about in the workplace to access file cabinets, office equipment, meeting rooms, etc.

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- Ability to work at a computer for prolonged periods.
- Two (2) years of clerical experience OR a relevant degree (e.g. business, information technology, English, legal studies, etc.)

COMPENSATION:
Finger Lakes ReUse is an Equal Opportunity Employer. Starting wage for this full-time (35 hours/week) position will range from $23.00 an hour to $26.00 an hour, based on experience.

Finger Lakes ReUse has a strong commitment to principles of justice, equity, diversity and inclusion, actively encourages applications from members of underrepresented groups, and is an equal opportunity employer. Candidates who share our commitment to creating an inclusive community space are encouraged to apply.

About Us:
Finger Lakes ReUse is a 501(c)(3) non-profit organization with a triple-bottom mission to enhance community, economy and environment through reuse. We work to engage all people in reuse activities and to serve as a model organization for other communities, contributing to local poverty relief, waste reduction and providing meaningful work opportunities at all skill levels. Finger Lakes ReUse operates two Community ReUse Centers in the Ithaca area: Cayuga ReUse Center at 2309 N Triphammer Rd and Ithaca ReUse Center at 214 Elmira Road. Both Centers feature quality household items, furniture, refurbished electronics and more at affordable prices. Purchases help support community programs including the ReSET job skills training program, eCenter computer refurbishment and repair program and the ReUse Community Fund, providing materials to local people facing crisis.

The Susan Christopherson Center for Community Planning (SCCCP) supports New York State communities in planning for a more equitable, climate-resilient built environment. SCCCP is a founding partner of CR0WD (Circularity, Reuse, and Zero Waste Development), a collaborative network advancing the circular construction economy.

Please email letter of interest and resume to: jobs@fingerlakesreuse.org or **mail to:** Finger Lakes ReUse, Inc., 214 Elmira Rd., Ithaca, NY 14850. Full job description available at http://ithacareuse.org/employment/

Application Closing Date: Priority application date of 11/6/26. Applications will be accepted until the position is filled.