



**Pennsylvania  
Association for  
Sustainable Agriculture**

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[www.pasafarming.org](http://www.pasafarming.org)

**POSITION:** Conference Program Assistant for PASA's *Farming for the Future* Conference

**AVAILABILITY:** September 2010 through March/April 2011, until event is wrapped up

**SUPERVISION:** Conference Coordinator

**LOCATION:** Millheim, PA

**OVERVIEW:** PASA is a progressive statewide membership-based organization, working hand in hand with family farmers of all sizes throughout the region. The annual *Farming for the Future* Conference is the organization's flagship event, attracting 2,000 participants including members, farmers, dignitaries and press. The upcoming 20<sup>th</sup> annual conference will be held at the Penn Stater Conference Center in State College, PA on February 2 to 5, 2011. This event is well known for its quality program and amazing attention to organizational detail, including professional registration, beautiful materials, outstanding meals of fresh regional foods, enticing merchandise for purchase, job fair, a trio of fundraising auctions, special exhibits, 80-vendor trade show, and more.

**DUTIES & RESPONSIBILITIES:** The primary responsibility for this position is to assist the Conference Coordinator in the various aspects of the conference. This will require the ability to balance a varied workload and to take on responsibility for mini-projects as need arises. Examples may include working with the speakers to arrange the details of their presentations, promoting the conference in the press, developing the FarmArts program, implementing the evaluation system, and working with the Penn Stater staff to arrange the details of space use.

In addition to working with the Conference Coordinator on various projects, the Program Assistant will be responsible for several areas of the conference. Among these are the Future Farmers program which offers educational and fun programming for kids ages K through 8th grade, and management of the conference WorkShare and volunteer programs. These projects require creativity and an ability to plan and coordinate a variety of elements.

A professional demeanor is essential. While at the conference, it is important to remember that PASA is providing this service to our members. The Program Assistant will be required to assist speakers, parents, volunteers, and attendees with a variety of concerns. Troubleshooting may be required, so the ability to think on one's feet is a must. While overseeing the on-site aspects of the part of the conference this position is responsible for, the Program Assistant will also be part of the core team at the Registration Desk.

Finally, the conference is pulled together by a team of PASA employees, as well as volunteers and board members. The Program Assistant will be an integral part of this team and must be able to work in that setting.

**QUALIFICATIONS:**

- Bachelors degree or higher sought, not required
- Computer expertise, especially Microsoft Office, Google Apps and database management
- Excellent verbal and written communication skills
- Keen attention to detail & file organization
- Ability to lead and direct others, strong management skills
- Ability to multi-task, manage large amounts of information, prioritize work-load, and meet deadlines
- Ability to relate to a wide variety of people and communicate effectively and pleasantly - good phone personality
- Congenial team player with a good sense of humor, willingness to work long hours and occasional weekends
- Commitment to PASA's mission a must!

**HOURS/COMPENSATION:** This is a seasonal position paid hourly, 30 – 40+ hours /week (fewer hours in the early and late seasons.) Wage is based on qualifications and established board policy.

**APPLICATIONS :** Submit resume, cover letter, writing sample, and references electronically to [jobsearch@pasafarming.org](mailto:jobsearch@pasafarming.org) or mail to: PASA, Conference Planning Assistant Search, PO Box 419, Millheim, PA 16854 by August 27, 2010