

**Job Announcement**  
February 2010

POSITION: Farm Based Education Coordinator

AVAILABILITY: April 2010

SUPERVISION: This position will be supervised by the Director of Operations

QUALIFICATIONS: Bachelor's degree or higher strongly preferred. Highly organized, out-going and professional, computer proficiency, excellent communication skills and attention to detail are essential skills for this position. Experience with grant applications or management, strategic planning and event promotion would be a plus for any candidate.

GENERAL OVERVIEW: The FBE Coordinator will be responsible for planning, promoting, executing, and evaluating year-round educational programming according to an annual work plan consistent with the needs of the PASA membership, identified priorities of the organization and grants from partnering agencies and other private entities.

**OBJECTIVES AND DUTIES:**

Specific duties involved include, but are not limited to the following:

- A. Develop, schedule, design, promote and execute field days and intensive learning programs
- B. Create and distribute a farm based education calendar annually and organize the supporting logistics
- C. Promote and market events to ensure maximum attendance at events
- D. Continuously develop potential grant proposal topics, speakers, hosts, and funding sources
- E. Apply for grant funding to support FBE programming and submit necessary reports as required by funders
- F. Work with a board committee, other staff, and PASA members to evaluate current FBE programs and develop new programming as appropriate
- G. Travel throughout the state for field day programs

RESIDENCY: Candidates for this full-time position must be able to commute to the Millheim headquarters of PASA.

COMPENSATION: Salary based on qualifications and established policy

APPLICATIONS: Please send cover letter indicating understanding/acceptance of mission/objectives of the position and resume to PASA, FBE Coordinator Search, PO Box 419, Millheim, PA 16854, or to [jobsearch@pasafarming.org](mailto:jobsearch@pasafarming.org). Applications will be accepted continuously until the position is filled, but interviews will begin from among the first pool of candidates identified by March 1, 2010.