

PASA Membership Department Internship Job Description

INTERNSHIP ANNOUNCEMENT

Position: PASA Membership Department Intern

Reports To: Michele Gauger, Membership Director

Job Description: This is an excellent chance for someone interested in sustainable agriculture to learn about The Pennsylvania Association for Sustainable Agriculture (PASA) and our members. This intern will have responsibilities within the Membership Department including developing & aiding in direct mail and e-marketing efforts, coordinating PASA outreach events & corresponding volunteer schedules, assisting in PA-based regional events, welcoming new members and tracking of membership data.

Requirements: The successful candidate will possess excellent writing and communication skills, a basic sense of good graphic design, and proficiency in word processing and spreadsheet programs. It is also expected that this intern will be highly organized, able to work independently, prioritize and complete multiple projects and maintain consistent attention to detail.

We are looking for someone who is self-motivated and task oriented with strong interpersonal skills. Knowledge about local food and farming is NOT required.

Location, Work Dates & Hours: This Internship is located in PASA's headquarters office based in Millheim, PA (Centre Co.)

While preference will be given to candidates who are available as soon as possible and can work through 2010, we will consider summer-only or fall-only placements.

Hours are flexible, office is open M-F 8am-5pm, but work during weekends or evenings from other locations is possible.

**We're flexible and willing to work around existing employment or commitments. PASA is willing to help an intern find a suitable housing situation and potentially a supplemental farming apprenticeship in the local Penns Valley farming community.*

About Us: PASA is a statewide, member based, sustainable farming organization. We are a nonprofit organization working to improve the economic and social prosperity of Pennsylvania food and agriculture. Our mission statement is: "Promoting profitable farms that produce healthy food all people while respecting the natural environment."

To Apply: Send a letter of interest, resume, two references, and a short writing sample to Lisa Diefenbach, jobsearch@pasafarming.org or by surface mail to PASA, Attn: Lisa Diefenbach, PO Box 419, Millheim PA 16854.