

## Dairy Grazing Project Manager

**Mission:** Cultivating environmentally sound, economically viable, community-focused farms and food systems.

**Position overview:** We're seeking a Dairy Grazing Project Manager to manage Pasa's dairy programming and projects, including an upcoming multi-year, multi-partner project focused on growing organic, grass-based dairy farms and markets in the Mid-Atlantic region. The Dairy Grazing Project Manager will be responsible for growing a network of dairy farmers interested in transitioning to grazing or improving their grazing systems, and connecting these farmers to peer support, technical resources, and financial services.

The Dairy Grazing Project Manager will also help train beginning graziers and support experienced graziers through the nationally recognized Dairy Grazing Apprenticeship program, which Pasa administers in the Mid-Atlantic region and will have some supervisory responsibilities.

This is a primarily remote position with travel required, primarily within southeast and south-central Pennsylvania. Some in-office workdays and monthly in-person all-staff meetings at Pasa's Harrisburg headquarters are required. All employees are also required to attend our annual Sustainable Agriculture Conference, which takes place each February in Lancaster, PA. Employee must comply with Pasa's remote employee policies.

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### Responsibilities

- Maintain and expand Pasa's dairy farmer network by visiting farms and coordinating educational events
- Connect dairy farmers to services and resources, including peer mentors, educational events, grazing and soil stewardship consultants, and new marketing opportunities
- Support collaboration and communication among our dairy industry partner organizations and businesses
- Track multiple projects and deadlines to meet desired goals and objectives
- Contribute to relevant grant proposals and reports with federal and private funders
- Maintain clear and consistent communication with the Pasa team through a variety of mediums, including email, video conferencing, and in-person meetings
- Serve on partner organization committees and boards as appropriate, in furthering the mission of Pasa
- Assist in planning and execution of Pasa's Sustainable Agriculture Conference and year-round event calendar, especially programming related to dairy farming

- Work at all levels as needed to meet goals, from basic data entry to supervisory responsibilities

### Qualifications

- Work experience in the dairy industry, potentially including farm management, veterinary and nutrition services, or soil and agronomy consulting
- Excellent interpersonal communication skills
- Familiar with managed grazing systems for dairy or beef cattle
- Familiar and comfortable with virtual work environments, including the Google suite
- Experience facilitating and coordinating goal-oriented projects with multiple stakeholders and partners

### Preferred qualifications

- Grant writing and reporting or comparable experience

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**Compensation:** This is a three-year grant-funded position. Pending funding, the position may be extended beyond the three-year period. Beginning salary is negotiable within the range of \$48,000–\$52,000 with paid time off, matching retirement contributions after six months of employment, and comprehensive health/dental/vision plans.

**How to apply:** We are committed to advancing diversity, equity, inclusion, and justice through our hiring practices. This entails reviewing application materials anonymously (without the applicant’s name exposed) to help prevent potential unconscious bias. Please adhere to the following protocol when submitting your application materials:

- **Step 1:** [Complete this short questionnaire](#).
- **Step 2:** After completing the above questionnaire, you will receive an applicant ID number. This number is unique to you and your application.
- **Step 3:** Name your resume as “[Applicant ID] Resume” (e.g. 12345 Resume). Please do not include any part of your name in the file name (e.g. don’t use “Doe 12345 Resume”).
- **Step 4:** Name your cover letter as “[Applicant ID] Cover Letter” (e.g. 12345 Cover Letter). Please do not include any part of your name in the file name (e.g. don’t use “Doe 12345 Cover Letter”).
- **Step 5:** Email [jobs@pasafarming.org](mailto:jobs@pasafarming.org) with your cover letter and resume attached as outlined above.

Initial interviews will be conducted remotely via Zoom beginning August 23rd. The anticipated start date for this position is October 1, 2021.

## Employee value statement

**We are passionate about effectively advancing our mission.** We value employees who:

- share our passion and can clearly communicate the value of our work to others;
- consider how we can do things smarter and more efficiently;
- anticipate and address roadblocks or other challenges;
- stay current on trends in the field;
- embrace and accommodate change; and
- continuously advance their knowledge and skills through professional development.

**We strive to create a work culture that promotes both independence and collaboration.**

We value employees who:

- are committed to fostering a connected, respectful, and responsive work environment, whether work is being conducted remotely or in person;
- exemplify honesty and integrity;
- possess excellent interpersonal skills;
- exercise good judgement and take initiative when needed; and
- can recognize when to ask others for advice, feedback, or support.

**We take pride in the quality of our work.** We value employees who:

- consider the big picture while paying close attention to accuracy and detail;
- can clearly and thoughtfully communicate in person and in writing;
- are highly organized; and
- thrive in a fast-paced, professional work environment.

**We are an equal opportunity employer** and encourage Black, Indigenous, and people of color; LGBTQ+ people; veterans; people with disabilities; people who have been formerly incarcerated; and members of other underrepresented or underserved groups to apply.