

## Diversified Vegetable Pre-Apprenticeship Program Associate

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

**Position overview:** Pasa's Diversified Vegetable Pre-Apprenticeship (DVP) program was established and registered with the Pennsylvania Department of Labor and Industry in 2021 to provide introductory training for those interested in pursuing a career in sustainable vegetable farming but have little to no prior experience. Pre-Apprenticeship graduates can then seamlessly transition into participating in Pasa's more comprehensive, two-season vegetable farming apprenticeship, which provides a guided pathway toward managing or starting a sustainable vegetable farm. Pre-Apprenticeship also provides excellent hands-on farming experience for people interested in pursuing other professional or educational work in agriculture and food systems.

Pre-apprenticeship programs are/will be administered at various host sites serving both youth and adults across Pennsylvania and possibly surrounding areas. The Diversified Vegetable Pre-Apprenticeship Program Associate will be involved in all aspects of DVP's operations, including providing administrative and education support for host sites, cultivating new DVP host sites, supporting existing host sites and their students, conducting visits to host sites around Pennsylvania, and recruiting new pre-apprentices. This position will be crucial to the program's growth and success in the coming years.

Because this position requires interacting with youth organizations, the Program Associate will need Pennsylvania Child Abuse Clearances within 30 day of hire:

- PA Child Abuse History Clearance Form (CY-113)
- Criminal Background Check (SP4-164)
- FBI Fingerprinting

This is a primarily remote position with regular travel to DVP host sites throughout Pennsylvania, some in-office workdays, and monthly in-person all-staff meetings. All employees are 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

- Conduct outreach to potential pre-apprenticeship host sites
- Assess and evaluate host sites' successes and challenges in administering DVP
- Support existing host sites through regular virtual and in-person communications

- Gather and process monthly reporting data to maintain the program's registration

### Qualifications

- At least 2 years of diversified vegetable farming experience or its equivalent
- Strong written and verbal communications skills
- Ability to tactfully mediate farmer-trainee relationships
- Proficiency with Google Workspace (Sheets, Docs, Drive, Gmail, etc.)
- Valid driver's license
- Ability to drive 2+ hours at a time to visit DVP host sites

### Preferred qualifications

- Experience working with youth and/or adult learners (e.g. working at a school or camp, training or supervising employees, etc.)
- Knowledge of youth and/or adult learning styles
- A current or expired teaching license

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**Compensation:** This is a full-time, salaried, exempt position with competitive benefits including paid holidays, paid time off, healthcare, a flexible schedule, and retirement match. Annual compensation is negotiable within the range of \$38,000–\$42,000, depending on skills and experience. Mileage is reimbursed at the federal rate and a work computer is provided.

**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 by September 3, 2021.

Initial interviews will be conducted remotely via Zoom beginning September 7th. The anticipated start date for this position is mid-September.

## 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.