

Database & Technology Support Specialist

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

Position overview:

Pasa recognizes the ever evolving role technology and data play in each of our program and project areas. The development, adoption, and maintenance of timely and appropriate technology allows Pasa to aggregate and employ the data and tools necessary to:

- be responsive to the needs of the farmers served through our network
- increase connections and transparency within our regional food system supply chain
- explore and share market opportunities, responding to supply chain disruptions in times of emergency
- support the technology needs of our training, research and marketing programs

The Technology Specialist will perform website maintenance, manage our databases, and monitor and update the connectors that tie these systems together. This position will lead our data collection and integrity efforts as well as assess and address digital access barriers through technical assistance to project partners, farmers, and others.

This is a primarily remote position that requires attendance for quarterly in-person all-staff meetings in central Pennsylvania. Pasa offices are also available in Harrisburg and Philadelphia. All employees are required to attend our annual Sustainable Agriculture Conference, which takes place each February in Lancaster, PA. Some additional travel in or near Pennsylvania may be required to assist with events and meet with members of the Pasa team. Employee must comply with Pasa's remote employee policies. All staff are required to be vaccinated for COVID-19 within 30 days of hire. All staff are required to maintain COVID-19 booster shots as they become eligible.

Responsibilities:

- Maintain multiple websites, microsites, and plugins
- Manage CRM database
- Standardize and import project partner data
- Manage and edit iFrame plugins
- Provide technical assistance
- Oversee an annual tech threat analysis
- Collaborate in API integrations
- Supervise annual data update efforts to ensure data relevancy
- Support direct outreach campaigns
- Meet regularly with the strategic services team and semi-regularly with the full staff

Qualifications

- Experience with CRM databases, Salesforce preferred but not required
- Basic website maintenance experience (WordPress, Wix, SquareSpace, etc.)
- Familiarity with Google Workspace (Gmail, Calendar, Drive, etc.)
- Scheduling/project management tool experience (Asana, Slack, Loomly, etc.)

Preferred Qualifications

- Basic coding/development experience
- Excellent email, phone, and in-person communication and customer service skills

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 after six months. Annual compensation is negotiable: \$42,000 - \$50,000 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 with your cover letter and resume attached as outlined above.

Interviews will be held remotely starting June 1st. This position can begin as soon as a candidate is secured.

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 judgment 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.