

Project Manager, Farmer Outreach

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

Position overview: Are you an equity-focused leader with experience in urban growing environments? We're seeking a Project Manager with proficiency in Spanish and English to lead our outreach work with historically underserved farmers including farmers of color and veteran farmers. The Project Manager will use Pasa's community-based and on-farm approach to learn about the barriers that marginalized producers face through listening sessions, affinity groups, and personal relationship building. The Project Manager will work to alleviate these barriers by connecting growers with partner resources and finding ways to make Pasa's farmer training programs more accessible and equitable.

The Project Manager will focus these efforts in the greater Philadelphia area (including Camden and Trenton, New Jersey) and will also be responsible for supervising a team of Farmer Outreach Specialists focused in the greater Harrisburg/Lancaster/Reading and Pittsburgh areas. The Associate Director of Food Systems will supervise the Project Manager.

The Project Manager will operate primarily out of Pasa's Philadelphia office, with regular travel for events and farm site visits throughout the Philadelphia region, and occasional overnight travel through Pennsylvania. Additionally, all employees are required to attend 2-3 annual in-person staff retreats and our annual Sustainable Agriculture Conference, which takes place each February in Lancaster, PA. Employees must comply with Pasa's remote employee policies.

Responsibilities

- With the Associate Director of Food Systems, develop, implement, and report on Pasa's USDA 2501 Program grant for farmers who have historically experienced limited access to USDA programs and services for Socially Disadvantaged and Veteran Farmers
- Take a beyond-equity approach to open pathways for historically underserved producers to fully engage with and participate in federal, state, and local programs in unprecedented ways through providing technical assistance
- Build and maintain regional partnerships with urban growers and organizations in Philadelphia, Camden, Trenton, and other state urban centers
- Communicate regularly with partners and outreach specialists on progress and needs

- Facilitate one-on-one engagement and local relationship building with socially disadvantaged and veteran farmers in and around Philadelphia
- With Pasa's Human Resources team and Associate Director of Food Systems, support hiring, supervision, and coordination of outreach coordinators in Harrisburg and Pittsburgh regions
- Plan and facilitate partner meetings; in-person and virtual
- Plan and run events, including affinity group meetings and listening sessions
- Track and report on partner and grant progress and document needs and barriers

Qualifications

- Exemplary equity-focused supervisory approach; commitment to maintaining a supportive, functional, service-oriented workplace
- Professional working proficiency in Spanish and English
- Project management, team management, and/or grant management experience
- Urban farming/growing, agricultural business, agricultural organization, or regional food systems experience

Preferred qualifications

- Familiarity with United States Department of Agriculture (USDA), Farm Service Agency (FSA), Natural Resources Conservation Services (NRCS), Pennsylvania Department of Agriculture (PDA), and/or other federal, state, and local programs

Compensation: This is a full-time exempt position funded by a three-year grant, with the potential to continue dependent on available funding. Annual salary is based on experience and is negotiable within the range of \$48,000 to \$55,000. Benefits include health, vision, and dental insurance; 401K retirement match; flexible scheduling; twelve paid holidays; and a generous leave policy. A work computer is provided, and work-related travel expenses are reimbursed.

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 remove your name and email address from your cover letter and resume. Please adhere to the following protocol when submitting your application materials:

- **Step 1:** [Complete this short questionnaire](#). All applicants are required to complete this anonymous questionnaire to (1) help us know whether this job opportunity has been accessed by a diverse pool of candidates and (2) to receive an applicant ID number to continue the application process. Your anonymous survey responses are not connected to your application materials and will not affect hiring decisions.

- **Step 2: Record your applicant ID number.** 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. 123456 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: Upload your resume and cover letter.** Upload instructions will appear upon completing the questionnaire above. You will also be emailed an upload link.

Reminder: Application materials should *not* contain your name or email address.

Initial interviews will be conducted remotely via Zoom beginning immediately. Job postings will remain open until the position is filled. Anticipated start date for this position is early January. If you have any questions, please contact jobs@pasafarming.org.

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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 people of color; Indigenous people, LGBTQ+ people; veterans; people with disabilities; people who have been formerly incarcerated; and others who are underrepresented within the environmental nonprofit sector to apply.

COVID-19 staff policy: As of October 24, 2022, Pasa staff are not required to be vaccinated as a condition of employment. However all staff must privately disclose their vaccination status to Human Resources upon hire. All staff, regardless of vaccination status, are required to conduct COVID-19 rapid tests before and after attending any indoor event or meeting hosted by Pasa. This policy is subject to change as the COVID-19 pandemic continues to evolve.