

## Events Coordinator

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

**Position overview:** We're seeking a community service-oriented individual who thrives in a team setting and loves to plan events, to fill the role of our Events Coordinator. The purpose of this role is to expand Pasa's capacity to provide valuable, welcoming, and accessible in-person and virtual events through program development and logistical support. Pasa's year-round events include our Sustainable Agriculture Conference as well as 40 to 60 in-person and virtual trainings and community gatherings.

This is a primarily remote position with some in-person workdays and 2-3 annual in-person staff retreats. All employees are required to attend our annual Sustainable Agriculture Conference, which takes place each February in Lancaster, PA. This position will require additional travel (approximately monthly) throughout Pennsylvania and surrounding areas to assist with regional events. Employees must comply with Pasa's remote employee policies.

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### Responsibilities

- Coordinate logistics and support for workshops, sessions, and speakers
- Provide event development and logistics support to team members
- Support the creation and application of a collaborative strategic program development process to generate ideas for event topics, speakers, and hosts. Collaborators include staff, advisory committees, farmers, participants, and community members
- Ensure that our events are serving our core program goals, organizational Diversity, Equity, Inclusion, and Justice (DEIJ) objectives, grant deliverables, fundraising needs, and the needs and interests of our diverse audiences
- Provide day-of event support, including technical support for virtual events
- Monitor and evaluate staff and attendee feedback to ensure programming is responsive and iteratively improved
- Meet regularly with the strategic services and events teams; and semi-regularly with the full staff and external events logistics providers (e.g. caterers, etc.)
- Represent Pasa on external boards and committees

### Qualifications

- Relevant experience with event planning and/or adult education
- Experience developing, configuring, and/or using an event management system
- Proficient in use of virtual event/meeting technology (e.g. Zoom, Cvent, Google Meet)

## Preferred qualifications

- Understanding of education, training, and networking needs of the sustainable agriculture community, with a focus on aspiring to experienced farmers
  - Knowledge of and commitment to accessibility and DEIJ principles
  - Familiarity with Google Workspace (Gmail, Calendar, Drive, etc.)
  - Familiarity with CRM databases (e.g. Salesforce)
  - Basic video editing skills
  - Working proficiency in Spanish
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**Compensation:** This is a full-time non-exempt position. Annual salary is based on experience and is negotiable within the range of \$42,000 to \$50,000, or up to \$54,000 with Spanish fluency. Benefits include health, vision, and dental insurance; 401K retirement match; flexible scheduling; twelve paid holidays; and a generous leave policy, along with a work computer provided, travel expenses and mileage reimbursement.

**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 in March. The anticipated start date for this position is April. If you have any questions, please contact [jobs@pasafarming.org](mailto: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.