

Database & Technology Support Specialist

Foodshed Mapping Project

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

Project summary: Pasa is building a Foodshed mapping tool to grow regional food resilience, aid in economic growth, improve emergency response planning, and to increase access to local foods produced on sustainable agriculture farms. Beginning in 2024, the tool will include a search function to identify farms implementing climate-smart growing practices.

Position overview: The Database & Technology Support Specialist will build and launch the Foodshed Mapping Project tool, collaborating with data quality and visualization specialists. This role will support the development, implementation, and management of a regional online platform that brings together dozens of partners and facilitates local food procurement.

The Database & Technology Support Specialist will be part of the Technology team, reporting to the Associate Director of Technology, but work closely with the Food Systems and Climate-Smart teams as well as collaborate with Development and Communications.

This is a primarily remote position with 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. Employees are required to live in Pennsylvania or within 150 miles of Harrisburg, unless they receive approval for Philadelphia or Pittsburgh to be their primary work location, in which case employees are required to live within an hour's drive from Philadelphia or Pittsburgh. If you have questions, please inquire. Employees must comply with Pasa's remote employee policies.

Responsibilities

- Work with Pasa Technology team to upload and map ~4,000 membership data files
- Web scraping ~36,000 publicly accessible foodshed data files to augment the foodshed map tools and techniques
- Work with Foodshed Mapping Project Manager to facilitate two beta test focus groups along with Pasa Technology and generate one feedback report for Foodshed Mapping Project partners
- Oversee inquiries from users in need of support with foodshed map profiles, user capabilities, etc. and develop systems with these needs in mind.
- Provide biweekly guidance and technical support for 20+ project partners around map launch and profile recruitment
- Assist in the development of one regional roadmap for foodshed mapping alongside the Foodshed Mapping Project lead team

- Beginning in 2024, integrate the Climate-Smart Farming and Marketing program search tool needs.

Relative Timeline:

- Gain an understanding of the Foodshed Mapping Project vision, data management and visualization needs, and existing team and systems.
- Build out the initial mapping tool, taking into account the needs of our varied partners and current grant deliverables for the Spring 2024 Pennsylvania map launch.
- Provide ongoing support to partners and, in particular, their UI/UX needs.
- Assist in the development of a regional roadmap for foodshed mapping in Summer 2024
- Beginning in 2024, work with the Project Manager and the Climate-Smart Farming and Marketing team to integrate program needs with the tool.
- Support the technology needs inherent in the Foodshed Mapping Project vision as the tool expands in its scope over time.

Qualifications

- Experience working with large sets of data, performing ETL (Extract, Transform, Load) to prep data for visualization
- Dashboarding/Visualization experience
- Working knowledge of API integration tools (Zapier, Make, Postman, etc.) or scripting knowledge using APIs
- Excellent interpersonal and communication skills
- Project management experience

Preferred qualifications

- Database design and management experience
- Familiarity with web scraping tools/techniques
- Familiarity with geographic information system (GIS) mapping
- Experience with Salesforce or similar CRM software
- Experience with Tableau and/or ArcGIS
- Understanding of regional agriculture or food systems
- Bilingual in English and Spanish

Compensation: This is a full-time exempt position. Annual salary is based on experience and is negotiable within the range of \$52,000 to \$62,000. Benefits include health, vision, and dental insurance; 401K retirement match; flexible scheduling; 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.

If you have any questions, please contact jobs@pasafarming.org.

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 diverse audiences;
- are committed to advancing diversity, equity, inclusion, and justice;
- anticipate and address roadblocks or other challenges;
- stay current on trends in the field;
- embrace and accommodate change;
- contribute diverse viewpoints and experiences; 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;
- celebrate each other's growth and accomplishments; and
- recognize their own strengths and also when to seek more information or guidance.

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
- seek better ways to do things.

We believe balance makes us more effective. We value employees who:

- prioritize their personal wellbeing;
- take breaks and time off to re-energize and ground themselves; and
- communicate when they need support.

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.