



Job Title: Assistant Vice President for Poultry Council and Feed, Grain, Allied Industry Council

Supervisor: Executive Vice President, PennAg Industries Association

Nature of Position:

Liaison to PennAg Members with an array of local, state and federal agency representatives and assist members in a variety of capacities as needed.

Specific Responsibilities:

- Direct and manage the day-to-day activities of the various councils as needed.
- Ensure regular communication with members of issues impacting their operations.
- Organize, facilitate and implement programs, projects and initiatives as requested by the Poultry Council – Poultry Executive Committee, Poultry Health Committee.
- Assist with PEQAP (PA Egg Quality Assurance Program) which includes quarterly meetings and yearly invoicing.
- Active with the Live Bird Market Oversight Committee.
- Organize demonstrations for the Foamer Association and oversee yearly invoicing.
- Represent Pennsylvania on the American Egg Board.
- Participate in the HPAI (High Path Avian Influenza) Task Force and serve in capacities as requested.
- Organize, promote and facilitate the annual Schwartz Golf Outing.
- Participate in the PA Game Bird Breeder's Association.
- Assist with planning, organization and management of Keystone Pork Expo & Poultry Progress Days (KPX/PPD)
- Organize meetings including agenda creation; securing speakers; meeting venue; promotion of meeting and facilitation of the meeting(s).
- Represent PennAg and PennAg Members at local, state and national meetings as requested.
- Other duties as assigned.

Activities Where Participation is required:

- Pennsylvania Farm Show (January)
- Keystone Pork Expo & Poultry Progress Day (February)
- Spring Banquet (February)
- Annual Meeting (March)
- Schwartz Golf Outing, Divots for Degrees and Sporting Clay Shoot
- Annual Meat & Egg Meeting (December)
- PennAg Board Meetings (Quarterly)
- Facilitate Meetings of the PennAg Poultry Council and PennAg Feed, Grain & Allied Industry Council

Position Requirements:

- Bachelor's Degree in an agriculture discipline

- Ability to manage concurrent projects
- Self-motivated with time management and personal communication skills
- Strong written and verbal communications skills; willingness to learn new skills
- Word processing skills
- Some daily travel within State and overnight travel as needed

Benefits:

- Paid Time Off (Includes Personal, Sick and Vacation)
- Health Insurance
- Option to purchase employee-paid Dental and Vision Insurance
- Short-Term and Long-Term Disability, Life & AD&D insurance
- Participation in 401K after 6 months of employment
- Use of company car or paid mileage for business travel purposes

Submit Resumes, Salary Expectation and References to: Chris Herr at cherr@pennag.com

Deadline for Resumes is close of business on January 25, 2019