



Job Title: **Council Director** (Councils include Poultry and its affiliates such as PEQAP, Poultry Health, Live Bird, American Egg Board and so forth; Small Ruminant Workgroup; Feed Tag Program; Workforce Committee; Transportation Committee; PennAg Scholarship including Divots for Degrees)

Supervisor: Jennifer Reed-Harry, Assistant 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. Daily hours are 8:00 a.m. to 4:30 p.m. Monday – Friday with some evening and weekend work. This position requires the applicant to be in the office daily.

Specific Responsibilities:

- Lead, direct and manage the day-to-day activities of the various councils, workgroups and committees as needed.
- Ensure regular communication with members of issues impacting their operations.
- Organize, facilitate and implement programs, projects and initiatives as requested by each council, workgroup and committee. This includes but is not limited to:
 - Monthly updates in the PennAg Weekly Update
 - Regular email and telephone communication with council members
 - Organize meetings, prepare agendas, type meeting notes and arrange tours
- Secure working relationships with industry partners, PSU-4-H, FFA, PDA, PEMA, PennDOT; Federal DOT, DEP, SCC and others to ensure open lines of communications.
- 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. Maintain a database of poultry producers to alert of disease outbreaks.
- Organize and host an event to raise funds for the poultry scholarship.
- Participate in the PA Game Bird Breeder's Association Meetings
- Assist with planning and execution of the PennAg Banquet, PennAg Annual Meeting, Keystone Pork Expo/Poultry Progress Days/Manure Summit (aka The Expo).
- Organize and facilitate the PennAg Scholarship Program, including Divots for Degrees
- Administer the PennAg Feed Tag Program
- Represent PennAg and PennAg Members at local, state and national meetings as requested.
- Shadow co-workers on issues related to regulations, legislation and other big picture issues as work load allows.
- Other duties as assigned.

Activities Where Participation is required:

- Pennsylvania Farm Show
- Keystone Pork Expo & Poultry Progress Day
- Spring Banquet
- Annual Meeting
- Divots for Degrees and Sporting Clay Shoot
- Annual Meat & Egg Meeting
- PennAg Board Meetings
- Council, Workgroup and Committee Meetings

Position Requirements:

- Bachelor's Degree in an agriculture discipline
- Positive attitude, commitment to being a team player and taking input from multiple sources but also have the ability to succeed on independent projects
- Ability to manage concurrent projects and anticipate future needs and challenges
- 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. Occasional out of state travel may be required

BENEFITS: (Effective after probationary period)

- 80 hours (10 days) of paid time off for vacation & sick leave (increases over time)
- Optional Health, Dental and Vision Coverage, employer-paid Long & Short-Term Disability/Life Insurance and Employee Assistance Program.
- 401(k) Plan with up to 4% employer match after six months of employment
- Eleven paid holidays per year
- Use of company car for work related travel

APPLICATION & SALARY REQUIREMENTS: Compensation based on experience – please submit a current resume, desired salary range and 3 Professional References to:
Chris Herr, Executive Vice President, PennAg Industries Association

Via Email:

cherr@pennag.com

Via USPS:

PennAg Industries Association
Northwood Office Center
2215 Forest Hills Drive, Suite 39
Harrisburg, PA 17112-1099