



Program Development Associate

Remote work potential for PA resident.

Part time position, 23 hours/week

Pennsylvania Farm Link is a 501(c)(3) non-profit organization working to “Link Farmers to the Future”. PFL works closely with the Pennsylvania Department of Agriculture and other agricultural organizations and businesses across the Commonwealth to support PA farmers.

We accomplish our mission of “Linking Farmers to the Future” in a variety of ways, including a land-linking database, succession planning, print and online resources and more.

Requirements:

- Experience in the agriculture industry and desire to embrace Pennsylvania’s diverse farms.
- Computer literacy and ability to work with online platforms.
- Excellent communication skills.
- Willingness to obtain & maintain IFTN Certified Succession Coordinator certification. (paid by PA Farm Link)
- Some daytime travel for six workshops and staff related meetings as well as possible overnight travel for four trade shows all within PA. Travel for one out of state conference as well.

Job Description:

- Performs a variety of skilled administrative and clerical duty skills for PA Farm Link grant funded projects, including event development, planning and completion and grant reporting.
 - Developing and assisting with webinar/workshop/conference planning, including: securing location, speakers, setting up registration and food service and developing evaluation surveys and compiling evaluation results.
 - Developing and distributing promotional materials.
- Manages annual sustainability fund drive and offers other creative options.
- Works with and facilitates farm family succession meetings.
- Manages program-related marketing efforts including social media posts and e-newsletter content

Please submit resume, cover letter and salary expectations to info@pafarmlink.org. Qualified applicants may apply for both the Program Development Associate and Non-profit Bookkeeper position for a full time opportunity.