



Job Title: Contract & Council Director

Contracts include: Aquaculture; PA Agronomic Educators Society; Keystone Crops & Soils Conference and PA 4R NFWF. Councils include: Seed & Agronomic Products; Manure Haulers & Applicators and Feed, Grain, Allied Industry Council)

Supervisor: Jennifer Reed-Harry, Assistant Vice President, PennAg Industries Association

Nature of Position:

Administration of contracts and 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, with limited flexibility for telework.

Specific Responsibilities:

- Lead, 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 each council and contract.
- Day to day management and leadership of Contracts. Schedule meetings, prepare documents/contracts, formulate research data collection processes; monitor and audit research for compliance and so forth
- Oversee projects (research, data collection, etc) as requested by councils and contracts.
- Secure working relationships with PDA, PEMA, DEP, SCC and others to ensure open lines of communications.
- 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.
- Mandatory participation/assistance with PennAg affiliated events and meetings.
- Other duties as assigned.

Position Requirements:

- 3 years of employment related to agronomy or Bachelor's Degree in an agriculture discipline related to crop production, feed/nutrition or animal agriculture.
- Commitment to being a team player and taking direction and input from multiple sources
- 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: Microsoft Outlook, Excel; Publisher; Word
- Some daily travel within State and overnight travel as needed. Occasional out of state travel may be required

BENEFITS: (Effective after 6-month probationary period)

1. 80 hours (10 days) of paid time off for vacation & sick leave (increases over time)
2. Optional Health, employer paid Dental and Vision Coverage, employer-paid Long & Short-Term Disability/Life Insurance and Employee Assistance Program.
3. 401(k) Plan with up to 4% employer match after six months of employment
4. Eleven paid holidays per year

APPLICATION & SALARY REQUIREMENTS: Compensation based on experience – please apply in confidence by sending your current resume, desired salary range and 3 Professional References to: Jennifer Reed-Harry, Assistant Vice President, PennAg Industries Association at jrharry@pennag.com

Via USPS:

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

Deadline to Apply: February 16, 2023 at 11 a.m.

About PennAg: PennAg Industries Association is an agriculture trade association with more than 400 business members and has been in existence since 1878. Our mission focuses on working to create and maintain an effective, viable and competitive environment for Pennsylvania agribusiness to grow and prosper.

EQUAL OPPORTUNITY EMPLOYER