



Job Title: Council Director (Councils include Poultry; Agronomic Products; Seed and Feed, Grain, Allied Industry Council)

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 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. This includes but is not limited to:
 - Monthly updates in the PennAg Weekly Update
 - Regular email and telephone communication with council members
 - Organize council meetings, prepare agendas, type meeting notes
 - Arrange summer tours and winter meetings
- Secure working relationships with PDA, PEMA, 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.
- Host the Schwartz Golf outing and meeting.
- Participate in the PA Game Bird Breeder's Association Meetings
- Assist with planning, organization and management of Keystone Pork Expo & Poultry Progress Days (KPX/PPD)
- 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 (January)
- Keystone Pork Expo & Poultry Progress Day (February)
- Spring Banquet (February)

- Annual Meeting (April)
- Summer Tour
- Schwartz Golf Outing, Divots for Degrees and Sporting Clay Shoot
- Annual Meat & Egg Meeting (December)
- PennAg Board Meetings (Quarterly)
- Facilitate Council Meetings

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

PennAg is accepting resumes and salary requirements for this position until August 30, 2019. Please direct all inquiries to Jennifer Reed-Harry via email jrharry@pennag.com or by calling the office at (717) 651-5920.