

PASA Educational Outreach Internship Job Description

INTERNSHIP ANNOUNCEMENT

Position:

PASA Educational Outreach Seasonal Intern

Reports to:

Allison Shauger, Director of Educational Outreach

Rachel Schaal, Educational Outreach Associate

Availability & Time Commitment: *

May through October, negotiable based on availability.

Approximately 3 full days or 4 partial days per week (day before, day of, and day after field day event)

**We're flexible and willing to work around an existing part-time job or commitment.*

Location:

Millheim, PA

Opportunity:

The Educational Outreach department (EO) is looking for an intern for the 2009 field day season. This is an excellent chance for someone interested in the educational aspects of sustainable agriculture to experience PASA's season of farm-based education events. This intern will facilitate the execution of EO programming including field days and intensive learning programs. Intern will experience programs on diverse farms across Pennsylvania, with the opportunity to meet hundreds of farmers and gain skills in non-profit event coordination and grant-funded projects. Interns will receive local foods lunches on days of EO events and other PASA perks may be available.

Job Description:

- Work with EO staff to organize, prepare, and maintain field day materials such as educational resource lists specific to certain field days, books to sell at field days, registration materials, etc.
- Attend field days, helping with registration, materials distribution, book sales, membership solicitation, lunch preparations, and developing continuity among EO events.
- It is necessary that the EO Intern be able to work flexible hours, travel throughout Pennsylvania to Farm Based Education host sites and work occasional nights and Saturdays during the field day season.

Qualifications:

- Demonstrated interest in and passion for the PASA cause and mission.
- Familiarity with Microsoft Office, email proficiency.
- Highly organized, able to work independently, prioritize and complete multiple projects, and maintain consistent attention to detail.
- Strong interpersonal and communication skills; out-going, engaging, and professional.
- Must be able to report to the Millheim PASA office. *

**PASA is willing to help an intern find a suitable housing situation and potentially a supplemental farming apprenticeship in the local Penns Valley farming community.*

Please send cover letters and resumes by Friday, April 3rd to JobSearch@pasafarming.org or by surface mail to PASA, Attn: Lisa Diefenbach, PO Box 419, Millheim, PA 16854.