



POSITION ANNOUNCEMENT

Sustainable Agriculture Specialist Field Office Director

The National Center for Appropriate Technology (NCAT) is seeking a Director for our Northeast Regional Office. NCAT is a private non-profit organization that works to foster and promote sustainable technologies and systems, especially for the benefit of economically disadvantaged individuals and communities. This is a great opportunity for a motivated, enthusiastic individual to increase NCAT's visibility in Pennsylvania and surrounding states. The director must be experienced and skilled at building and developing relationships particularly with small farmers and sustainable agriculture organizations. You must be prepared to promote NCAT's projects and services throughout the Northeast. The position will be based at NCAT's office in Wilkes-Barre, Pennsylvania.

QUALIFICATIONS, SKILLS AND ABILITIES: The position requires the equivalent of an MA/MS degree plus a minimum of 7 years of increasingly responsible professional experience. Experience in the practice and transfer of information on sustainable agriculture is required. Of particular importance would be an interest and knowledge in pasture management, animal health and production, sustainable dairy systems, organics, and direct marketing of agricultural products. Experience with farm energy topics including bio-based fuels, conservation and renewable is a plus. Experience collaborating with other non-profits is a must.

The successful candidate will need to be well-organized and able to work independently as well as with others. You should be an excellent communicator with experience in writing and public speaking. If selected, you must be an ambassador for NCAT with an excellent understanding and willingness to share NCAT's mission and message. You should have proven relationships working with individuals, universities, sustainable agriculture and non-profit organizations in the Northeast. You should be skilled at prioritizing work assignments and completing tasks in a timely manner. You should also be able to recognize development opportunities not only in sustainable agriculture but in all NCAT program areas. You must be willing to travel extensively.

RESPONSIBILITIES:

- Recruit non-profit collaborators and partners for NCAT mission-related work.
- Increase NCAT's visibility in the Northeast region.
- Provide outreach and communication with sustainable agriculture organizations in the region.
- Seek local, state, and regional development opportunities for NCAT in all program areas.
- Provide focused outreach to the low-income community, especially limited-resource and/or minority farmers.

NCAT Regional Offices:

- P.O. Box 3657 ~ Fayetteville, AR 72702
- 53020 Hitchcock Ave. ~ Lewis, IA 51544
- P.O. Box 2218 ~ Davis, CA 95617
- 48 Church Road ~ Shavertown, PA 18708
- P.O. Box 1435 ~ Hammond, LA 70404

- Help further NCAT's mission and strategic goals.
- Manage and lead projects.
- Cultivate, mentor and supervise student interns.
- Contribute to NCAT publications through writing, editing or reviewing.
- Conduct workshops and other training.

SALARY AND BENEFITS: \$40,000 - \$60,000 depending on qualifications and experience. Excellent benefits include paid vacation and holidays, health, life and disability insurance, a cafeteria and 401(k) plan and a pleasant, professional working environment. NCAT will pay reasonable relocation costs.

APPLICATION PROCESS: Applications will be accepted through January 31, 2012 or until a suitable candidate can be identified. Early applications are encouraged and applications will be considered as they are received. All persons interested in being considered for the position must submit a cover letter highlighting their experience and skills relevant to the listed qualifications, a current resume and a completed NCAT application. Requests for an NCAT application and inquires about the application process should be directed to Jerrid Burk. Incomplete applications or reference on the application to "see resume" will not be considered. Applicants interested in learning more about NCAT can visit our website at www.ncat.org for a gateway to websites and projects developed by NCAT staff. Send completed application materials to:

Jerrid Burk
NCAT Human Resource Specialist
P.O. Box 3838
Butte, MT 59702
e-mail: jerridb@ncat.org

NCAT values diversity and encourages minority and women applicants to apply. For additional information about NCAT please visit our website at www.ncat.org.

It is NCAT's policy and organizational philosophy to ensure that all of our employment practices, including recruitment and hiring, are administered for all individuals without regard to race, sex, creed, color, national origin, age, religion, marital or veterans status, disability, sexual orientation, or political affiliation.