



*Uniting Education & Industry
In Support of Agriculture*

PAS Executive Director Position Description PART-TIME

ORGANIZATIONAL OVERVIEW

The National Professional Agricultural Student Organization, commonly referred to as PAS, is a nonprofit organization whose purpose is to provide individual growth, leadership and career preparation opportunities for professional agriculture students. For nearly forty years National PAS has been developing two and four-year college-level professional agriculture students through a one-of-a-kind national collegiate-level competition style learning model giving students the practical and hands-on development opportunities essential for career success.

PAS connects students with the workplace through participation in employment experience programs, skill-set development, network opportunities, and organizational activities. Growth opportunities take place through classroom learning at state approved institutions offering vocational diplomas and/or certificates, associate degrees and/or baccalaureate degree programs. Educational institutions host PAS Chapters and chapter activities preparing students to compete at the local, state, and national levels and are guided by faculty advisors to develop the technical, professional and soft skills required for career success within the agriculture industry.

Students are connected careers from within agribusiness, agronomy, animal sciences, farm management, agricultural technologies, horticulture, natural resources, veterinary technicians and related agricultural jobs.

GOVERNANCE

National PAS is governed by a board of directors made-up of a combination of agriculture industry professionals, academic institutions, and representatives from various national agriculture education association organizations.

MISSION

To provide individual growth, leadership and career preparation opportunities for professional agriculture Students.

VISION

To be the premier leadership and career development organization serving college agriculture students.

STRATEGIC DIRECTIONS

VALUE TO HIGHER EDUCATION

Provide agriculture students the opportunity for national competition, career prep and development of a national network within agriculture

VALUE TO INDUSTRY

To assist the agriculture industry in meeting their labor needs by connecting them with highly prepared, professional and passionate employees.

PARTNERSHIPS & SPONSORSHIPS

When combining resources and roles, we can prepare a larger pool of career-ready talent to meet industry labor needs.

POSITION OVERVIEW

This is a part-time executive director position which will become a full-time position as revenues increase. Responsibilities will be added as the revenue for this position grows into a full-time position.

The successful candidate will have a high level of professionalism, the ability to lead others, speak articulately and customize how to talk about the value of PAS to a variety of audiences and stakeholders. It is particularly important this candidate has operations, public speaking and financial management experience. An understanding of workforce issues within the agriculture, forestry and natural resources industries is helpful. The successful candidate should demonstrate experience in the following areas:

PRIMARY RESPONSIBILITIES AND QUALIFICATIONS

STRATEGIC AND BOARD LEADERSHIP

- Manage / lead/ advise / communicate with and manage all activities related to the PAS Board the Board of Directors
- Lead the Board of Directors in providing direction and strategy for the National PAS organization
- Serve as a professional advisor to the Board of Directors on all aspects of the organization
- Foster effective team work with the Board of Directors and staff
- Represent the organization in the community to enhance the organization's community profile
- Maintain a board manual and coordinate orientation of new members of the Board of directors.

INDUSTRY RELATIONS AND CHAPTER DEVELOPMENT

- Responsible for sponsorship & partnership relationships
- Lead national and state chapter expansion efforts
- Expand and retain industry and organizational partnerships and conference sponsorships
- In addition to the Chair of the Board, act as a spokesperson for the organization

OPERATIONS AND FINANCIAL MANAGEMENT

- Develop a comprehensive budget, coordinate with and provide the Board of Directors with meeting agendas, monthly memos, budget updates, quarterly progress reports and conference calls
- Monitor PAS fiscal accounts and provide quarterly fiscal reports to PAS Board of Directors
- Effectively lead the operations of a virtual organization; communicate proactively and frequently about projects with staff
- Approve expenditures within the authority delegated by the Board
- Ensure that sound book keeping, and accounting procedures are followed
- Create sustaining funding model for the organization
- Develop an operational plan incorporating goals and objectives that work toward the strategic direction of the organization as set by the Board of Directors in January 2018
- Conduct official correspondence and execute legal documents on behalf of the Board as appropriate and jointly with designated officers
- Maintain all organizational and membership records (includes members, advisors, state leaders, sponsors)

COMMUNITY RELATIONS AND CHAPTER DEVELOPMENT

- Establish good working relationships and form partnerships, networks, and collaboratives with key groups, funders, politicians, and other organizations to help achieve the goals of the organization
- Execute the organizations comprehensive communication plan
- Serve or select the representative from PAS to service on the National Council for Agricultural Education (NCAE)
- Develop annual membership materials
- Collaborate with agricultural education organizations, including, but not limited to PAS Associates (PASA), American Association for Agricultural Education (AAAE), National Association of Agricultural Educators (NAAE), Association for Career Technical Education (ACTE), National FFA Organization, National FFA Foundation, National Young Farmer Education Association (NYFEA), National FFA Alumni, National Association of Supervisors of Agricultural Education (NASAE), other

STAFF AND NATIONAL OFFICER LEADERSHIP

- Oversee the development and maintenance for the national officer guide
- Represent PAS in matters related to student leadership in national meetings

NATIONAL CONFERENCE PLANNING

- Work in collaboration and cooperation with the contracted event producer to organize the National PAS annual conference
- Secure conference sponsorships, partnerships and judges for competitions

OTHER CHARACTERISTICS, SKILLS, AND ABILITIES

- Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
- Relationship Building: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization
- Effective Communications: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities
- Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- Problem Solving: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations or resolve the problem
- Independent: Able to work autonomously and without daily direction
- Strategic Thinking: Assess options and actions based on trends and conditions in the environment and the vision and values of the organization

INTERPERSONAL AND ORGANIZATIONAL SKILLS

Professionalism

Articulate communicator

Follow-up skills

Ability to get people to follow

Organized

Self- directed

Efficient – process oriented

Interpersonal skills

Familiarity with event coordination

Team player

COMPENSATION

Projected half-time salary: \$20-30 K, negotiable, no benefits, mileage reimbursement, travel expenses, plus a performance based bonus option.

Final candidate must pass a criminal background check, possess a valid drivers' license and auto insurance

LOCATION Virtual office

TO APPLY

<http://www.nationalpas.org>

612-355-1266 Office

nationalpasorg@gmail.com