



Pennsylvania Association of Agricultural Educators

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Position Announcement PAAE Executive Secretary

PAAE is a professional organization for school-based Agricultural Educators across Pennsylvania. The mission of PAAE is to provide and support professional leadership development for and about Agricultural Education. There are over 150 PAAE members across the commonwealth who are agriculture teachers/instructors in middle schools, secondary schools, and postsecondary institutions, retired agriculture teachers/instructors, agricultural education faculty in colleges and universities, statewide coordinators of agricultural education, college/university agricultural education students, and others who support the school-based agricultural education profession.

Title: PAAE Executive Secretary

Reports to: PAAE Executive Committee

Salary: \$6,000 - \$7,000 (dependent upon experience)

Qualifications/Requirements:

Education: High school diploma required; Associate's or Bachelor's degree in agriculture, education, business, administration, or closely-related field preferred.

Skills: Strong oral and written communications, leadership, management, and problem-solving skills; ability to work with diverse people and in teams; self-motivation, initiative, and ability to work with limited day-to-day supervision; meticulous attention to detail, organization, and punctuality; strong desire to complete work thoroughly and on time; ability to prioritize and manage multiple projects and deadlines; knowledge and skill using personal computers, standard computer software (including the Microsoft Office suite), database software, and office machines. Demonstrated experience and success in grant-writing is preferred. The strongest candidates will be persons who can take responsibility and ownership of projects, produce quality products, multi-task, meet deadlines, and work independently.

Experience: Experience with non-profit organizations, membership recruitment and retention, and organizational management is essential. Priority will be given to candidates with knowledge and experience in agricultural education, career and technical education, and education.

Job Summary: The Executive Secretary shall keep full and accurate records of all business proceedings in meetings of the Executive Committee, Executive Board, and Annual Business Meetings and shall have the minutes of these meetings made available to all members. He/she shall also serve as membership secretary for the Association and report to the Executive Board.

General Duties and Responsibilities: This is not an all-inclusive list, but rather a general listing of the expected duties of the position.

1. Record and compile accurate minutes of all meetings of the PAAE Executive Board and any other PAAE membership meetings that include the 8 annual regional meetings. Submit copies of these minutes to the PAAE Board members and have copies of these minutes available for any PAAE member that requests a copy. Forward an electronic copy to the PAAE web master so that these minutes can be posted appropriately on the PAAE website.
2. Collect member dues and forms, and forward the documents to NAAE.
3. Maintain copies of the following items either in hard copy or electronically:
 - a. Minutes of all PAAE Meetings.
 - b. Current contact information for all of the PAAE Board Members.
 - c. Electronic copies of the current PAAE & NAAE Constitutions and Bylaws
 - d. Lists of all PAAE committees and committee chairmen.
 - e. Program of Work and Committee Goals as recorded and made available to the executive secretary by all committee chairmen.
 - f. Complete and accurate records of all memberships in both of the Agriculture Education Professional Organizations (NAAE and PAAE)
 - g. Maintain an accurate and complete financial ledger complete with vouchers for income deposits and expense vouchers
 - h. PAAE/NAAE Awards Records
4. Additional Responsibilities
 - a. Collaborate annually with NAAE in developing a combination membership form, demographic form and contact information form
 - b. Mail receipts for payments of dues and other contributions to the members upon receipt of these payments that were made with a personal check or with a school district check.
 - c. Forward these memberships to the NAAE membership chairman so that NAAE insurance coverage can be adequately maintained
 - d. Forward invoices for the NAAE dues memberships and for other payments that are made by the member to the PAAE treasurer
 - e. Annually manage and seek out funding sources to support PAAE and PA FFA annual activities
 - f. Respond to all email requests that ask questions about the association, request information about their membership status, or supply information for the benefit of the professional associations.
 - g. Receive correspondence from the legislative consultant for consideration and that is suggested to be placed on the Ag Ed Listserv.
 - h. Prepare and discuss meeting packets for PAAE meetings with the President that include officer rosters, meeting agendas, meeting minutes, treasurer's reports, copies of the current budget, membership rosters, copies of various forms and copies of committee reports that are submitted to the executive secretary. This includes copies of a calendar of activities when this information is made available to the executive secretary
 - i. Facilitate nominations & selections for PAAE/NAAE Awards
 - j. Provide W-9 Tax Forms as requested by vendors who require this form in order to make payments to PAAE.
 - k. Attend all PAAE Board and general membership meetings in addition to the annual Summer Conference
 - l. Assist the conference committee chairperson with the Awards Banquet Program.
 - m. Assist the treasurer with filing all necessary tax forms for the fiscal year.
 - n. Highly recommended to travel to at least one NAAE conference (national or regional) per year.

Location: Upon hiring, the selected individual will establish a personal office to conduct the required duties of this position. The office will not share an address with a school or government entity.

Application Procedures: To apply, please prepare and submit an application packet to include a letter of interest, resume, and the names/titles/contact information of a minimum of three professional references. Applications will be submitted via this Google Form link - <https://forms.gle/3HgAkp5SiquNHFbr8>. Candidates will be automatically notified through Google Forms if their application has been successfully submitted. If you have any questions or concerns about completing an application through Google Forms, please contact Krista Pontius at kpontius@paaeteachers.org

Deadline for Application: Friday, June 5, 2026 at 5pm EDT

Review Process: The PAAE Executive Committee will begin to review applications for this position immediately and the review process will continue until a suitable applicant is identified and hired. The beginning date for the position will be agreed to jointly between PAAE and the successful applicant, preferably no later than July 1, 2026. All applications will be reviewed and selected candidates will be asked to participate in an interview process that may include telephone, virtual, and/or face-to-face interviews.

Questions/Comments: Any questions or comments may be directed to Krista Pontius by calling 717-385-6015 or sending an email to kpontius@paaeteachers.org