

The National Association of State Departments of Agriculture

Job Announcement

Title: Associate Director, Public Policy and Food Safety Programs

Position Type: Permanent Full-time

Position Available: January 2017

Organization Supervisor: Director, Public Policy, Nathan Bowen

Requirements for Application: A letter of interest, resume, and a list of three references to "Associate Director, Public Policy and Food Safety Programs" at careers@nasda.org.

Overview:

The Associate Director, Public Policy and Food Safety Programs, works as a member of the NASDA Policy team with a focus on food safety. In this role, the incumbent works as a member of the NASDA FSMA team to independently execute technical assistance in support of the NASDA-Research Foundation's Food Safety Modernization Act (FSMA) Cooperative Agreement with the Food and Drug Administration. In addition, the incumbent will execute FSMA policy development, and legislative work with Congress, in support of NASDA.

Description:

The goal of this position is to support the mission of NASDA through successful programs and policies that enhance agriculture through programs within state departments of agriculture and for agricultural stakeholders in the states. This goal is achieved through the incumbent's able and timely work that is multi-functional among state and federal agencies, Congress, and stakeholders.

Primary Responsibilities:

- Lead and coordinate the development, implementation and communication of assigned portfolio which includes 1) FSMA implementation outreach and education and 2) FSMA policy and legislative work.
- Provide technical assistance and work as part of a team in support of NASDA-Research Foundation's Food Safety Modernization Act (FSMA) Cooperative Agreement with the Food and Drug Administration. This includes working in concert with NASDA's food safety-FSMA executive leadership teams.
- Lead and conduct NASDA FSMA advocacy with Congress, and the federal agencies.
- Serve as a staff lead and provide staff support for NASDA Food Regulation Committee, a standing policy committee.
- On food safety, coordinate and communicate with NASDA members who are commissioners, secretaries, and directors of state departments of agriculture, as well as with state staff in departments of agriculture. This includes the NASDA Board of directors, committee chairs and members-at-large.
- Represent NASDA with NASDA stakeholders including federal Agencies, state agencies, Congressional offices, and stakeholder organizations.

- Execute project and fiduciary management successfully and in coordination with the NASDA FSMA team and the NASDA Policy team and other NASDA staff as necessary.
- As a part of strategic issue management, participate in communications and meeting/events strategies and routinely develop materials in collaboration with other NASDA staff.
- Work at times as a member of the team or independently as needed on other projects within the NASDA portfolio including communications, event execution, financial planning, agricultural promotion, and (or) with NASDA's Student Internship Program.
- Complete other duties as assigned.

Attributes of a Qualified Applicant:

- Five to seven years of experience in agriculture policy development and strategic issue management, which may include regulatory, scientific, legal or governmental affairs at either the state or federal level.
- Previous experience with and knowledge of food safety issues and the Food Safety Modernization Act strongly preferred.
- Working knowledge of agricultural food safety and regulatory issues and challenges at the federal and state level
- Must have project management experience.
- Must have experience multi-tasking in an energetic, deadline oriented work environment.
- Must be an effective communicator orally and in writing.
- Must be self-motivated as well as a team worker, goal-oriented, organized, and conduct oneself in a professional manner.

Education Requirements:

- A college degree is necessary. A BA/BS or advanced degree in agricultural policy, political science, public policy, economics, or other program related to agriculture, food and(or) natural resources is desirable.

Other Job Requirements:

- Routine meetings to attend outside of the office and in the Washington, D.C. area.
- Routine travel.
- Physical ability to work at a desk for long periods and on the computer.
- Physical ability to occasionally lift up to 25 pounds.

A competitive salary will be contingent on experience.

NASDA is an equal employment opportunity employer and does not discriminate against applicants or employees because of race, color, religion, national origin, sex, age, citizenship status, disability status of an otherwise qualified individual, membership or application for membership in a uniformed service, or membership in any other class protected by applicable law. Applicants who require reasonable accommodation to complete the application and/or interview process should notify careers@nasda.org.