



Washington State Tree Fruit Association

Education and Training Assistant

The Washington State Tree Fruit Association (WSTFA) is looking for a proactive and organized individual to support our growing training and development program. WSTFA is a nonprofit trade association representing the growers, packers, and marketers of world-class apples, pears, and cherries.

We're looking for a professional to support the planning and delivery of classroom and virtual training, as well as the development of printed and video educational materials in English and Spanish. The ideal candidate will be able to manage multiple projects and communicate clearly to diverse audiences.

This position may be filled at the entry level by a recent college graduate, or by a candidate with less than a four-year degree but with equivalent experience.

WSTFA offers a competitive salary and benefits package, including a hybrid work schedule following an initial orientation period. A more detailed position description is available below. Interested candidates should send a resume to Jon@wstfa.org.

Washington State Tree Fruit Association

TITLE: Education and Training Assistant (\$38,000-\$50,000)

LOCATION: Yakima or Wenatchee, WA. Hybrid work schedules are available following an initial orientation period.

BASIC FUNCTION:

Support the Director of Training, Education, and Member Services in the development and delivery of educational materials and training for the producers of tree fruit and their employees.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Provide administrative support for the Association's educational programs, including arranging the logistics of and providing on-site support during educational sessions and conferences.
2. After training and certification, deliver training modules in recurring training classes addressing workplace safety, food safety, leadership, and related topics.
3. Support data collection and tracking of training programs and participation.
4. Prepare reports on grant-funded programs, and provide research support for the development of new grant applications.
5. Draft training announcements, track registrations, and perform outreach to industry members to encourage participation in training classes and events.
6. Provide general office support including: answering phones, filing, processing routine member requests for training publications.
7. Occasional overnight travel will be required during meetings or training sessions.
8. Other duties as assigned.

REQUIRED EDUCATION AND EXPERIENCE:

1. A bachelor's degree in agriculture, food safety, communications, or a relevant related field; OR an equivalent combination of education and experience.
2. Bi-lingual in English and Spanish.
3. Working knowledge of computer applications and systems (MS Office).
4. Strong verbal, written, customer service, and organizational skills.

OTHER DESIRED QUALIFICATIONS:

1. Knowledge of Washington State's tree fruit industry.
2. Teaching or training experience.
3. Meeting or event planning experience.
4. Social media management.