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Washington Hop Commission Seeks Science and Technical Program Director

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The Washington Hop Commission (WHC) is seeking applicants for the position of Science and Technical Program Director.

About the Organization:

The WHC is an agricultural commodity commission (state agency) based in Yakima, Washington, that represents the Washington hop industry. WHC also provides contracted administrative services for two non-profit trade organizations, Hop Growers of America (HGA, representing all hop growers in the US) and Hop Growers of Washington (HGW, representing Washington hop growers). Information about the programs and issue management activities of these organizations and their committees may be found at www.usahops.org, including the 2019 Annual Report (link included on the website's home page).

WHC promotes a spirit of teamwork among those employed by the organization, with other organizations for whom we provide administrative services, and with the outside organizations with whom we collaborate and cooperate.

About the Position:

The Sci-Tech Program Director has the overall responsibility for all projects, programs and mandates of WHC, HGW, and HGA that deal with scientific and technical issues, including statistics, regulatory and legislative issue management.

The Sci-Tech Program Director reports directly to the Executive Director, as well as the organizations' boards of directors and officially appointed members of the committees for which they serve as primary staff. The Sci-Tech Program Director will be responsible for developing, presenting and managing the budgets for their respective programs, including outside grant procurement and management, as necessary.

Duties:

The Sci-Tech Program Director manages the following specific committees and programs:

- US Hop Industry Plant Protection Committee
 - International harmonization of pesticide MRLs, plant protection and pesticide issue management.
 - Coordinate plant protection research and collaborate with appropriate research leaders, including studies for efficacy and residue field plots, laboratory residue studies, and IR-4 projects.
 - Interact with state and federal government and elected officials regarding issues of concern to the hop industry, pending registrations and related issues. Communicate with pesticide manufacturers, university and

- government officials regarding pest control needs of the hop industry.
 - Maintain current information on U.S. hop pesticide registrations and global MRLs, working with consultants as needed.
- HGA Best Practices Committee
 - Manage the industry's Good Bines platform to ensure educational materials are accurate and updated as needed, adding to these resources as new materials are identified.
 - Work with committee to identify priorities and funding opportunities for new materials to benefit HGA members. Seek and manage grants as appropriate.
 - Educational outreach to growers and customers on Good Bines resources and benefits of participation.
 - Coordinate with GLOBALG.A.P., Salmon Safe and other third-party programs to facilitate communications, education and certification activities.
- Hop Liaison Committee
 - Communicate with state department of agriculture hop inspection programs in Washington, Oregon and Idaho. Collect bale inspection data from these three programs for preparation of crop estimates for budget and statistical estimates.
 - Communicate with USDA regarding hop inspection guidelines, coordinating efforts to update procedures as needed.
- WHC Direct-Support Research and Hop Research Council (HRC)
 - Assist WHC representative to HRC in project evaluation and tracking.
 - Collaboration with hop research team to identify researchable objectives, including identification of financial resources, participation or leadership in grant applications, and grant management as needed.
 - Coordinate hop field days and educational sessions to provide growers with new information and evolving research outcomes.
- Statistics
 - Collaborate and cooperate with USDA-NASS on all hop surveys.
 - Prepare annual Statistical Report for distribution on the USA Hops website.
 - Maintain Statistics section of website, adding new reports as released.
 - Prepare statistical estimates for submission to the International Hop Growers Convention.
- Issue Management
 - Organize annual Congressional visits and coordinate Washington, DC activities for hop industry representatives.
 - Prepare letters of support as needed. Review letters prepared by other organizations who invite HGA or HGW to participate as signers to determine whether those letters are in alignment with the hop industry's position statements.
- Miscellaneous Program and Activities
 - Represent the hop industry on the Washington State Commission on Pesticide Registration or facilitate the appointment of an appropriate hop industry representative to this position.
 - Monitor and update USA Hops website technical sections.
 - Represent HGA at the International Hop Growers Convention, including preparation and presentation of statistics, plant protection, and other reports

as needed.

- Assist with preparation of HOP NEWS on a monthly basis.
- Assist with the American Hop Convention and Washington Hop Growers Annual Meeting.
- Prepare content for the annual reports summarizing the year's activities and accomplishments for assigned program areas.

Qualifications:

Required Qualifications

- A Bachelor's degree in a scientific field such as agriculture, biology, food safety, chemistry, horticulture, plant pathology, or ag economics is required.
- At least five years' post-university experience in a position that has provided professional development opportunities and management of issues that would strengthen the skillset to carry out the duties of this position.
- An active problem-solver with solid leadership skills who can coordinate and work cooperatively on commercially important projects with universities, federal and state agencies and private industry.
- Demonstrated history of fostering teamwork, being self-motivated, customer service, problem resolution, and sound judgment in making decisions which affect customers, constituents, coworkers, or other stakeholders.
- Excellent communication skills, both written and verbal, with attention to detail and the ability to convey policy language into easily understood concepts as well as strong proactive, respectful communication habits with regards to interacting with various audiences.
- Demonstrated history of taking initiative, producing high quality work, accepting accountability, responsibility for work product, and maintaining confidentiality.
- Demonstrated ability to establish professional relationships based on trust and mutual respect, collaborative and cooperative problem solving, and soliciting input from and trusting the decisions of others.
- Demonstrated ability to adapt to change and implement creative thinking. Learns from mistakes and makes lasting improvements based on lessons learned.
- Experience with technology and proficiency in Microsoft and Adobe software. Ability to learn new software programs.
- A valid WA State Driver's License and Passport, or ability to successfully apply for one.

Preferred Qualifications

- An advanced degree is preferred and may substitute for a portion of the post-university experience outlined above.
- Agricultural production or handling knowledge.
- Strong project-management expertise.

How to Apply:

Applications should be submitted to the Washington Hop Commission at PO Box 2885, Yakima, WA 98907 or to washingtonhopcommission@gmail.com including the following documents:

- Letter of interest specifically addressing how the applicant meets the qualifications and

would be the ideal candidate

- Resume or CV detailing education and relevant professional/volunteer experience
- Two writing samples
 - One addressing a technical/legal/regulatory audience
 - One producer-facing informational or educational example
- Three professional or academic references
- Other documents as the applicant prefers to demonstrate qualifications for the position.

Please submit application materials by January 31, 2021. A starting date of spring 2021 is preferred.

The Washington Hop Commission is committed to a workplace that supports equal opportunity employment and inclusion regardless of race, religion, color, national origin, sex, sexual orientation, gender identity diversity, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Applicants with disabilities who require assistance with the recruitment process will be accommodated to the extent reasonably possible.