

## **CAPCA Job Description**

**Title: PCA Grant Support Intern**

**Reports to Intern Manager**

**Part-time Paid Internship**

**January - September 2025\*\***

**\$25/hour**

**Remote with Travel**



### **Summary:**

The California Association of Pest Control Advisers (CAPCA) is thrilled to announce a one-million-dollar grant awarded by the California Department of Food & Agriculture (CDFA) focusing on Sustainable Pest Management (SPM) in the field. The official title of the grant is Assessing SPM Adoption, Decisions, and Resources in California Cropping Systems.

The grant will focus on data collection surrounding the decision-making process of 200 PCAs and their use of Integrated Pest Management (IPM) and SPM in the field. This data will be utilized by CAPCA, CDFA, and the University of California Integrated Pest Management Department (UC IPM) to better inform continuing education.

CAPCA aims to hire four student interns who are passionate about becoming PCAs to recruit PCA participants and offer in-field technical support in the study. These ambitious students will be assigned a geographic territory where they will be responsible for raising awareness of the grant, answering PCA's questions, and supporting the Crop Steward scouting app. Ideally, they will also be exposed to the latest IPM approaches besides the best PCAs in the industry.

### **Key Responsibilities:**

- Become an expert on the grant program.
- Engage in outreach activities to recruit PCA participants in the program.
  - Cold call PCAs.
  - Visit retail branches, farm offices, and/or independent headquarters to host recruitment meetings.
  - Attend local CAPCA meetings to give recruitment presentations.
- Take responsibility for and manage your territory of up to 50 PCA participants.
  - Answer phone calls and emails from participants.
  - Reach out to PCA participants to ensure program compliance and document outreach.
  - Gather and record feedback from PCAs on Crop Steward app experience.

- Track PCA progress.
- Participate in and record observations from ride-alongs with participants.
  - Audit program participation.
  - Learn about their Sustainable Pest Management practices.
  - Network with PCAs to set yourself up for future success in the industry.
  - Take pictures of what you observe in the field.
- Communicate with intern team.
  - Participate in routine team calls to share experiences.
  - Relay feedback on Crop Steward app.
  - Share general insights, learnings, and best practices.

### **Ideal Core Competencies:**

- *Interpersonal Savvy* - Relates comfortably with people across levels, functions, culture, and geography. Builds rapport in an open, friendly, and accepting way. Builds constructive relationships with people both similar and different to self.
- *Situational Adaptability* - Adapts approach and demeanor in real time to match the shifting demands of different situations. Understands that different situations may call for different approaches.
- *Tech Savvy* - Readily learns and adopts new technologies. Demonstrates the ability to assist and encourage others in adopting and effectively using new technology tools and systems
- *Reliability* - Can be counted on to keep their word, meet deadlines, and deliver quality work consistently. Takes ownership of responsibilities and proactively communicates issues.
- *Curiosity* - Adaptable, resourceful, and innovative, with an interest in driving progress and change. Seeks out new information, skills, and perspectives.

### **Qualifications:**

- College student at time of hiring
- Studying Crop Science, entomology, or similar
- Interest in becoming a Pest Control Adviser
- Reliable transportation and proof of car insurance\*
- Able to work in the United States
- Valid driver's license

**Time Commitment\*\*:**

January - May 2025

- Flexible part-time (<10 hours/week)
- Mostly remote work
- Some travel to PCA recruitment events

May - September 2025

- Up to, but not to exceed 30 hours/week
- Mostly traveling to farm locations for ride-alongs
- Some remote support work

**Compensation:**

- \$25/hour, not to exceed a total of 1,000 hours
- Mileage reimbursement at 2025 IRS rate (approx. \$0.67 per mile)
- \$60 *per diem* when traveling

\*Accommodations can be made for an excellent candidate without reliable transportation

\*\*Time commitment differs for Southern California/Desert intern based on growing season