



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:	
Agency: Indiana State Department of Agriculture	BU: 036
Division: Indiana FFA Association	Section/District: Indianapolis
Job Title: Broad Band Executive	Job Code: 00EXBB
Working Title (if different from above): Indiana FFA Assistant Director	
Reports To: Indiana FFA Director	
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt	Effective Date: Revised 11/12/20

Purpose of Position/Summary:

Employee will serve as the Assistant Director of Indiana FFA Association within the Indiana State Department of Agriculture (ISDA) and work with the Director of Indiana FFA Association in providing statewide management and leadership for the Indiana FFA Association. This position will serve the 214 chapters and more than 12,500 members of the Indiana FFA Association. This position and the Director will work extensively to develop and enhance the organizations' budgets, goals, communication strategies, recruitment participation strategies, promotional events and communication with Indiana FFA Advisors and members.

Essential Duties/Responsibilities:

- Work as a member of the leadership team, collaborating with the Indiana FFA Association Director to accomplish the goals and objectives of the FFA.
- Plan initiatives to advance participation in FFA and agriculture education.
- Recommend implementation strategies for any new programs or activities. This may require self-study of any new program to determine needs and develop long range plans.
- Manage all financial components of the Indiana FFA Association which includes financial internal control measures, accounting practices, budget planning, review of financial status reports, and other state and federal financial requirements.
- Promote and assist local school personnel in developing new and maintaining existing FFA chapters.
- Develop and present FFA district training programs for Agriculture Educators/FFA Advisors and lead them in establishing district goals, identifying objectives and related activities and distributing FFA information within the district.
- Manage application development and submission to state and national FFA contests.
- Serve on the convention development and management team for the annual State FFA Convention. Serving on this team requires management over portions of the four day convention.
- Assist in management of the State Officer Candidate Selection Process.
- Assist in selection and preparation of Indiana's National Officer Candidate for interviews at National Convention.
- Manage leadership training programs and in-service and pre-service activities.

- Manage the online FFA Roster System and all subprograms within the roster system.
- Coordinate proficiency and state degree application programs, including organization, evaluation, and distribution processes.
- Collaborate with Director to manage the development and day to day operations of the Indiana FFA State Fair exhibit. During this time you will manage state officer and volunteer work schedules (potentially hundreds of volunteers), and all programs presented during the Fair. This requires 35 continuous days of onsite management and 24 hour on call availability.
- Assist with the professional development of the Indiana FFA State Officers (7 full time interns).
- Serve on the Board of Trustee and Foundation Board meetings.
- Co-manage the Indiana Delegation at the National FFA Convention.
- Serve as liaison between Indiana FFA and National FFA to inform fellow staff, teachers, and members about initiatives and new from National FFA.
- Lead initiatives with Chapters, Teachers, Fellow Staff, and State Officers to raise FFA Awareness in the Public and State Government through the development and preparation of promotional materials, budget, participation, and other reports for internal and external customers.
- Serve as the FFA Advisor and/or FFA Executive Secretary Treasurer.
- Other Duties as assigned

Job Requirements:

- Bachelor's degree in agricultural field of study.
- Experience in Agricultural Education highly desirable.
- Three (3) years or more teaching experience desired.
- Experience as a local FFA advisor preferred.
- Knowledge of agricultural education, Indiana FFA Association, National FFA Association, as well as working knowledge of secondary education in Indiana and nationally.
- Knowledge of the role/relationship of career-technical student organizations to career-technical education curriculum.
- Knowledge and understanding of leadership development, particularly as it relates to young adults.
- Proven ability to work with adolescent students and understand their lifestyles and interests.
- Ability to communicate effectively (both orally and in writing) with groups of varying age levels and backgrounds, including students, parents, teachers, and administrators.
- Ability to develop, implement and track annual plans for the Indiana FFA Association budget, incorporating accounting principles and procedures, as applicable with IRS and Indiana tax law.
- Ability to motivate students and teachers and to generate enthusiasm for FFA organizations and activities.
- Ability to design competency-based competitive events and experiences that develop leadership skills.
- Ability to organize work on different projects simultaneously, meeting different expectations and deadlines.

- Ability to work cooperatively as a team member with other CTSO advisors, ISDA staff, IDOE staff and FFA Center staff.
- Ability to design and review applications submitted for funding local curriculum and professional development activities.
- Proven ability with InDesign and Photoshop.
- Technical graphics and design ability to produce video and social media post.
- Ability to quickly learn new software and implement into the program.
- Ability to travel as required by the position.

Supervisory Responsibilities/Direct Reports:

Does not directly supervise other staff though may supervise interns as necessary. Reports to the Indiana FFA Association Director.

Difficulty of Work:

Work is broad in scope and of a high-level nature. Position must be able to interact with a variety of individuals, including FFA members, constituents, legislators, elected officials, state agency staff, and federal agency staff. Incumbent will be required to use good judgment in daily decision making and consequence of error can have a major impact on the agency.

Responsibility:

Position assists with daily operations of the Indiana FFA Association to ensure all staff and members can achieve individual goals and contribute to the FFA mission. Decisions and major recommendations will be reviewed for compliance with state law and rules. Consequence of error is high and can result in detriment to the agency.

Personal Work Relationships:

The Assistant Director must have a solid understanding of and commitment to career-technical student organizations. Oral and written communication skills and interpersonal skills must be of the highest quality. It is expected this position will be self-motivated and will complete assignments with little supervision.

Physical Effort/Working Conditions:

Most work will be performed in a standard office environment. The working environment of the Department of Agriculture and the Indiana FFA places the staff member in this position in contact with many constituents throughout Indiana and the nation. The position will require frequent travel in-state to FFA events and occasionally out of state for meetings, speaking engagements, and conferences.

Interested applicants may apply directly at: <https://workforindiana.in.gov/job/Indianapolis-FFA-Assistant-Director-IN-46204/697612800/>