Incumbent serves as project management and support to the staff of ISDA. Incumbent will work on projects with the Indiana FFA Association and ISDA Intern Manager.

Some specific projects may include:

- **State FFA Alumni Programming**
  - Example of tasks: Development and collection of resources for chapter and section leaders and development of council training

- **Archiving of INFFA Documents and Historical Materials**
  - Example of tasks: traveling to IUPUI and working through boxes of files and materials to document and create electronic records in order to generate a long term archiving plan to be carried out in subsequent years

- **Student and Advisor Training Materials**
  - Example of tasks: create lesson plans and/or online resources for key program areas identified by the INFFA strategic plan

- **Creating Evaluative Research Surveys**
  - Example of tasks: create comprehensive survey questions and strategies to acquire the right pieces of data to properly investigate key items from the INFFA strategic plan

- **State FFA Convention**
  - Example of tasks: Assist with behind the scenes logistics

- **State Fair**
  - Example of tasks: volunteer record management and interfacing

**Knowledge**

a. **Required by Position:**
   - In progress of a Bachelor of Science Degree from an accredited university or college.
   - Ability to maintain a valid driver’s license
   - Knowledge of the Microsoft Office suite
   - Works well with others on a team
   - Works independently to complete job assignments

b. **Preferred for Position:**
   - Knowledge/interest in learning about agriculture or agriculture-related field of study

**Difficulty of Work:**

Incumbent is responsible for achieving work assignments, scheduling and setting work priorities, interpreting and applying agency policy and guidelines, and performing all duties in an accurate, ethical, and courteous manner. Incumbent may work for extended periods without direct supervision.

**Personal Work Relationships:**

Incumbent is in frequent contact with ISDA employees, employees of other agencies, and occasionally interacts with the general public while completing job assignments.

**Physical Effort and Work Environment:**

Incumbent will be based out of the Indianapolis office and must work in an office environment which may involve shared workspace. Incumbent is expected to utilize office technology to efficiently perform assigned work. Some travel throughout the state may be required to fulfill job assignments.

**Span of Control:**

Incumbent is responsible to the Director of Indiana FFA Association and ISDA Intern Manager. Incumbent does not supervise others.