



JOB DESCRIPTION

State Form 52468 (12-05)

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

Agency: Indiana State Department of Agriculture		BU: 036
Division: Indiana FFA Association	Section/District: Indianapolis	
Job Title: Program Director E7	Job Code: 00EUE7	
Working Title (if different from above): Indiana FFA Deputy Director		
Reports To: Indiana FFA Director		

Purpose of Position/Summary:

Employee will serve as the Deputy Director for the 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 223 chapters and more than 14,000 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:

- Serve as part of the FFA leadership team, collaborating with the Indiana FFA Director to accomplish the goals and objectives of the FFA.
- Service in the capacity of the Director in the absence of the Director.
- Assist the Director with all strategic planning for the division including organizational and workforce development, program development and enhancements, and overall mission driven activities aligned with ISDA's vision.
- Supervise the ISDA FFA Division staff which currently includes Indiana FFA Assistant Director of Youth Development and Indiana FFA Assistant Director of Career and Leadership Development Events.
- Serve as Supervisor for Indiana FFA Intern program participants.
- Serve as a member of the Indiana FFA Board of Trustees, Indiana FFA Foundation Board, Indiana Team AgEd, IAAE Board of Control, CTSO Council.
- Manage financial components of the Indiana FFA Association alongside and Indiana FFA Director 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.
- Responsible for the planning, implementation, and management of 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.
- 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.
 - Oversee the State Officer Candidate Selection Process and the 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.
 - Co-lead alongside the Director in the management, development, and day to day operations of the Indiana FFA State Fair exhibit. During this time, the deputy director will manage state officer and volunteer work schedules (potentially hundreds of volunteers), and all programs presented during the Fair. This requires 25 continuous days of onsite management and 24 hours on call availability.
 - Responsible for the professional development of the Indiana FFA State Officers (7 full time volunteer interns).
 - Accountable for the management of 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 programs from National FFA.
 - Manage the Indiana FFA website and social media.
 - Serve as lead over the Indiana Washington Leadership Conference Bus Trip.
 - 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.
 - Act as 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, CHE staff, and FFA Foundation/Center staff.
- Ability to design and review applications submitted for funding local curriculum and professional development activities.
- Preferred to have ability to work with Adobe software including InDesign and Photoshop as well as Quickbooks software.
- 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:

Supervises the Indiana FFA Assistant Director of Youth Development and Assistant Director of Career and Leadership Development Events. (both program director 1 positions)

Supervises the Indiana FFA State Officers (7 full time volunteer interns).

Supervises the Indiana FFA Summer Intern Participants.

Reports to the Director of Indiana FFA.

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 Deputy 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.

