



Oregon FFA Position Announcement

Title: *Leadership Development Coordinator*

Reports to: *Chief Executive Officer*

Employment Status: Exempt Employee, Full Time

Location: *Office in Corvallis, OR at Oregon State University; some remote work and travel required.*

The Oregon FFA Association's focus is to develop leaders for agriculture. Each year the FFA makes a positive difference in nearly 12,000 student members in Oregon by developing their potential for premier leadership, personal growth and career success through agricultural education.

The Oregon FFA Association is seeking a proven trainer, facilitator and curriculum developer to serve as our Leadership Development Coordinator. This position's overarching role is to develop future leaders in Oregon agriculture by creating enhanced leadership development opportunities for Oregon FFA members. The successful candidate will guide, coach and mentor our FFA Association State Officers as well as facilitate numerous statewide camps and workshops.

Leadership Continuum and Leadership Programs

- Coordinate and deliver year one through year four of Leadership Continuum Conferences for Oregon FFA members.
- Manage and distribute Leadership Continuum local resources to Ag teachers, FFA advisors, and FFA members as needed.
- Coordinate and deliver an annual legislative conference in conjunction with outside partners to provide training in public policy, the legislative process, and advocacy.
- Coordinate and deliver Oregon District Officer Training.
- Continually develop and update virtual resources in google drive, YouTube, and other locations as needed to support the competencies of the leadership continuum and local learning around leadership development.
- Recruit, train, and manage contract facilitators for in-person conferences.

State FFA Convention

- Manage educational workshops at the Oregon FFA State Convention, including recruitment of and consultation with presenters.
- Manage the Oregon FFA Convention arena and oversee all staging, scripting, and AV assets, working in alignment with contracted AV production team.

- Recruit and manage volunteers for backstage crew, communication team, teacher resource creation, and workshop management.
- Prepare state FFA officer team for state convention through reflection, scriptwriting, feedback, and revision cycles. Create and teach state FFA officer team arena staging. Create and organize all AV for state convention session arena.

Stakeholder Support and Alignment

- Support Ag teachers and Oregon FFA State Staff colleagues through attending fall and summer OATA conferences, providing professional development to teachers when aligned with position responsibilities, and communicating regularly about events and resources.
- Collaborate with Oregon FFA Foundation staff to align programming with grant initiatives and stakeholder needs.
- Interact with Oregon FFA Association Board of Directors on updates and issues related to your position responsibilities; interface directly with Leadership Development Advisory Committee to direct all new and ongoing leadership initiatives.

State FFA Officer Coaching

- Train and coach the state FFA officer team through their year of service by delivering and continually updating curriculum for Onboarding, Facilitation Training, Speaking/Retiring Address Training, Annual Team Reflection, and Off boarding.
- Coordinate, advise, and attend state FFA officer team training including Basecamp, DELTA, National FFA Summit, Business and Industry training, Team Dynamics, and National FFA Convention.
- Prepare state FFA officer team for leadership camps and leadership tour including editing and providing feedback for workshops, organizing and ordering supplies, holding leadership tour prep days, and providing ongoing feedback on facilitation techniques.
- Provide regular coaching and mentorship to state FFA officer team throughout their year of service through written feedback, one-on-one conversations, and team conversations.

Key Responsibilities Include:

The significant responsibilities of this position include but are not limited to:

Key Qualifications

Required

- Bachelor's Degree in Agriculture, Education, or related discipline
- Ability to communicate effectively with students, Ag teachers, co-workers, industry partners, and external service providers.
- Ability to plan and manage events for groups of people ranging from six to 3,000 attendees.

- Experience facilitating groups and training others in facilitation of trainings and events.
- Experience with FFA and Agricultural Education.
- Ability to manage volunteers, contractors, and interns as needed.
- Ability to write, read, edit, and implement curriculum.
- Proficient in MS Office, Gmail, Dropbox, and Google Drive.
- Clean driving record and valid driver license; ability to pass a background check to work regularly with minors.

Preference is given for:

- Experience planning FFA leadership development events, arranging practicum materials, and conducting the “day of” organization and set up.
- Demonstrated skills in leadership training
- Writing curriculum for workshops or classroom instruction
- Presentation skills in front of small to medium sized groups
- Familiar with the organizational structure of the National FFA Organization, Oregon FFA, history and purpose.
- Academic experience in a career and technical education field.

Salary and Benefits:

- This position’s salary range is \$45,000-\$55,000 annually with opportunities for annual increases and bonuses.
- The FFA is pleased to provide a 3% match to a SIMPLE IRA plan for our employees.
- Fully paid employee health insurance is provided.

Work Environment

- Generally, works in an office environment. Occasional work outside in a variety of weather conditions.
- Routinely lifts objects up to 20 pounds. May occasionally need to carry up to 50 pounds.
- Works in a shared, open office space with the opportunity to work in a hybrid remote environment when appropriate.
- Regular travel up to 30%, and regular work of more than eight hours per day during events such as the Oregon FFA State Convention, State Fair, retreats, trainings, and other events as needed.
- The Oregon FFA Office currently resides on the Oregon State University Campus. OSU requires that all employees working on campus and for whom the COVID-19 vaccine is authorized be vaccinated against COVID-19. To meet the OSU requirements, Oregon FFA will require proof of an approved COVID-19 vaccination before starting work on site. Oregon FFA will consider reasonable accommodations for individuals with a valid medical or religious exemption from receiving the COVID-19 vaccine.

To apply:

Please submit a formal letter of interest clearly outlining your qualifications and resume to:

Beth Sprague, Recruitment Coordinator
108 Strand Ag Hall
Corvallis, OR 97331
Email: beth@oregonffa.com

Application review will begin April 1, 2022 - This position is open until filled.

The Oregon FFA is an equal opportunity employer without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.