JOB DESCRIPTION

POST DATE: 1/27/2017    CLOSE DATE: 2/17/2017    DESIRED START DATE: 4/1/2017

WORKING TITLE: Leadership Development Coordinator

STATUS: Exempt, Full Time

ORGANIZATION NAME: Texas FFA Association    LOCATION: Austin, Texas

REPORTS TO (TITLE(s)): Executive Director, Texas FFA Association

JOB SUMMARY:
The leadership development coordinator is responsible for developing, evaluating, revising and managing leadership and service-based programs that are in alignment with the strategic priorities of the Texas FFA Association board of directors. Additionally, this position oversees the training and development of the Texas FFA Association state officer team from election through retirement. The leadership development coordinator ensures that the Texas FFA Association utilizes cutting-edge methodologies and technologies in order to deliver student-centered educational curriculum and resources. Must possess the ability to efficiently and effectively manage multiple programs simultaneously and must have a strong understanding of leadership development, program management, as well as new and emerging concepts in leadership development.

ESSENTIAL FUNCTIONS:
- In collaboration with the executive director and within the board of director’s relevant strategic priorities, develop strategies, incentives and programs to stimulate the development of outstanding local chapter programs of activities as part of an overall statewide leadership development strategy and instructional continuum.
- Make budgetary recommendations to the executive director and manage related budget line items within association’s fiscal management practices and audit standards.
- Student officer selection: work collaboratively with the executive director and proactively with the board of directors and its relevant committees and area leadership to provide overall leadership for the state officer selection process and support for district and area processes as needed.
- Manage student officer travel: develop and manage a schedule for the Texas FFA Travel Team. Provide leadership and assistance to area travel coordinators. Provide training and oversight for the state officer traveling team. Coordinate and oversee general officer travel and officer events, applying best practices to ensure student officer safety at all times.
- Work collaboratively with the executive director to provide training to the student officers concerning board processes and the role of the student officers in committee work, policy deliberations and bringing appropriate proposals for consideration.
- Student officer training: develop and employ strategies for officer development and evaluation within the context of an overall officer development continuum related to measurable competency benchmarks.
- Convention stage management: work collaboratively with the executive director and other parties in developing and managing convention stage staffing, schedule, scripts and all main stage and screen content. Work as the primary quality control agent of all state content and develop strategies to ensure excellent delivery.
- State Leadership Conference management and supervision: facilitate student officer development of curriculum and an experience that addresses state-adopted leadership constructs and competencies related to chapter development and area officer development. Facilitate instructional reinforcement of student outcomes. Secure facilities, sponsored meals and other logistical considerations in accordance with the organization’s procurement practices.
- National Convention Delegate management: provide management to the Texas Delegation to the National FFA Convention & Expo including, but not limited to area delegate issue submission, area delegate allocation, housing, committee assignments and require documents. Appoint and work with volunteer delegate coordinators in managing and supervising student delegates and state officers during the National FFA Convention & Expo.
- Provide for managerial guidance for leadership and service-based leadership development programs including but not limited to Ford Leadership Scholars, Day at the Capitol and Ethical Leadership Fellows.
- Develop and manage conference programs adopted as part of the Texas FFA Association’s leadership development continuum, including but not limited to curriculum and material development, staffing and logistics.
- Development operations: work cooperatively with the Texas FFA Foundation executive director to use state FFA officers and other FFA members proactively with industry partners and potential partners in developing strategic relationships.
- Teacher in-service: work cooperatively with the National FFA Organization, Texas Education Agency and other material development partners to develop leadership related materials for teachers and to provide for teacher training programs as deemed necessary.
- Managed assigned website pages.
- Provide innovative leadership for the development of new Texas FFA programs.
- Work as requested with Texas FFA collegiate programs and Alumni.
- Media: assist with Texas FFA News Online, VATAT News and Texas Team Ag Ed social media as needed.
- Assist with the general operations of the Texas FFA Association as assigned.
EDUCATION:
Bachelor’s degree required.

EXPERIENCE
The leadership development coordinator should have an outstanding record of previous FFA participation or equivalent experiences, with an emphasis on hands-on leadership development through chapter programs of activities, facilitation, public speaking and event management. Experience in the Texas FFA or similar state officer system is not a requisite but considered an advantage. Specific experiences and skills in a convention stage production planning continuum are needed to be effective.

INTERNAL/EXTERNAL CONTACTS:

<table>
<thead>
<tr>
<th>Level of Responsibility</th>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Periodically</th>
<th>Rarely</th>
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<td>Employees at this location.</td>
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<tr>
<td>FFA representatives at other locations.</td>
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<td>General public.</td>
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<td>Professional associations.</td>
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<td>Vendors.</td>
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<td>X</td>
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<td>Governmental offices.</td>
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EQUIPMENT KNOWLEDGE:

- Computer ✗
- FAX Machine ✗
- Telephone ✗
- Copier ✗
- Camera ✗
- Printer ✗
- Audio Visual ✗
- Scanner ✗
- Smart Phone ✗

PHYSICAL DEMANDS:

- Writing ✗
- Standing ✗
- Mobility ✗
- Climbing X
- Sitting X
- Walking X
- Driving X
- Pushing X
- Speaking X
- Carrying X
- Reaching X
- Traveling by Air/Car X
- Lifting to 15 lbs. X
- Other: Other:
- Hearing X
- Crawling X
- Squatting X
- Travel Time <30% X
- Other: Other:
- Seeing X
- Pulling X
- Kneeling X
- Attending X
- Convention X
- Other: Other:

MENTAL DEMANDS:

- Reasoning X
- Detailed Work X
- Changing Priorities X
- Reading Documents or Instructions X
- Other: Other:
- Analytical Reasoning X
- Customer Contact X
- Language X
- Multiple Concurrent Tasks X
- Other: Other:
- Math X
- Presentations X
- Training X
- Constant Interruptions X
- Other: Other:
- Problem Solving X
- Verbal Communications X
- Written Communications X
- Other: Other: