



Position Title: Outreach and Events Coordinator

The Outreach and Events Coordinator supports the Texas FFA Association by managing logistics for major statewide events, including the Texas FFA Convention and the State Leadership Conference. This position also provides support for validation efforts and helps maintain member-facing resources such as the Texas FFA website and calendar.

The ideal candidate will be highly organized, adaptable, and collaborative, with the ability to manage complex logistics and engage effectively with staff, volunteers, partners, and student leaders.

Key Responsibilities

Convention & Event Logistics

- Coordinate convention workshops and develop room layouts with facility partners.
- Manage logistics for convention banquets
- Supervise and support the Courtesy Corps student leadership program.
- Develop and execute Lone Star Stage programming.

State Leadership Conference (SLC) Support

- Manage housing, facilities, and scheduling logistics.
- Coordinate with Texas FFA State Officers to ensure effective meeting logistics and engaging program content.

Validation & Support

- Serve as Assistant Swine Validation Coordinator, supporting statewide validation processes.
- Travel to major livestock shows across Texas to assist with swine validation requirements and compliance with state and major livestock show standards.
- Apply knowledge of swine handling, ear notching, and identification practice.
- Maintain accurate records and documentation related to swine validation activities at the stock shows.
- Represent Texas FFA professionally while working closely with diverse stakeholders in agricultural education and livestock industries.

Resources & Communication

- Maintain and update the Texas FFA website for accuracy and accessibility.
- Develop and distribute the Texas FFA calendar (digital and print).

- Create and manage the Teacher and Stakeholder Newsletter.
- Support historical and promotional initiatives

Travel Commitment

This role requires approximately 40 travel days annually, including but not limited to:

- Texas FFA Convention: 9 days
- State Leadership Conference: 5 days
- MVP Conference: 3 days
- Stock Shows: up to 10 days
- State Degree Check: 5 days
- Board Meetings: 8 days

Qualifications

- Bachelor's degree required (education, agricultural sciences, communications, or related field preferred).
- 5+ years of experience in agricultural education or related field.
- Strong organizational and project management skills.
- Demonstrated ability to manage events and collaborate with diverse stakeholders.
- Excellent written, verbal, and digital communication skills.
- Willingness to travel as needed (approximately 40 days per year).

Compensation & Work Environment

- Salary is based on experience and qualifications.
- Remote position (performance-based; occasional in-office presence may be required).

How to Apply

Interested candidates should submit a resume, cover letter, and three professional references to **jennifer@texasffa.org** by **October 10, 2025**.