Employment Opportunity
The Washington State FFA Association ("Washington FFA" or "WA FFA") is currently seeking qualified applicants for the following employee position. This position will remain open until filled. Screening of applicants begins September 4th, 2020. To apply, submit a detailed letter of application addressing the required and preferred qualifications, a current resume, and the names and contact information for three (3) references to:

Denny Wallace
State FFA Advisor
Cell: (360) 481-9417
dennislwallace@comcast.net

Manager of CDE/LDE & Awards Programs
Reports to: Washington FFA Association Executive Director
Employment Status: Exempt Employee
Location: Headquarters Office is in Olympia Washington, working from a home office is permitted

Minimum Requirements
Education: Bachelor’s degree preferred in events management, agricultural education, higher education, nonprofit management or related field, or relevant experience.
Experience: at least 1 year of events management or education program management, or relevant field

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

1. Career and Leadership Development Events (CDEs/LDEs)
   a. Plan and produce Washington FFA’s career and leadership development events, which occur throughout the year. Currently there are 32 events.
   b. Serve as the association’s secondary representative to WAAE FFA Committee.
   c. Work closely with the event coordinator for each CDE/LDE to determine the needs of the event including location, logistics, equipment, and other consumables.
   d. Incorporate procedures and guidelines changes from National FFA and WAAE FFA Committee as instructed by the Executive Director. Publish and distribute new or updated information via the association website, email, and other channels.
   e. Schedule all CDEs/LDEs and secure facilities, meeting rooms, and other locations necessary for each event.
   f. Purchase or secure contracts as needed for event rentals, equipment, supplies, and other needs in accordance with the association budget.
   g. Ensure that participating teams are from chapters in good standing, and that participants are qualified for the contest by working with OSPI Program Supervisor, the association executive director, and bookkeeper.
h. Manage the registration, scoring and results of each event. Communicate with FFA chapter advisors and participants the deadlines, requirements, and procedures for registration, scoring, and results.

i. Order and distribute plaques, awards, certificates, and other materials according to the final results of each contest.

j. Serve as the primary point of contact among FFA chapter advisors, members, parents, stakeholders, and the general public regarding all Washington FFA Association CDEs/LDEs.

2. State Awards Programs
   a. Administer the association’s state award and degree programs including State FFA Degree, Washington Star Awards, proficiency awards, American FFA Degree candidates, National Chapter, Agriscience, and others.
   b. Update and distribute applications for state awards programs, manage submitted applications and prepare applications for review by designated evaluators.
   c. Arrange for application evaluation committees to review appropriate applications. This includes contacting and arranging for evaluators to participate in review activities, communicating deadlines, securing locations, providing copies of applications to all evaluators, developing rubrics, and collecting and tabulating scores.
   d. Communicate the results of the application review processes to the association executive director, state FFA advisor, and board of directors.
   e. Order and distribute plaques, awards, certificates, and other materials according to the final results of each award program.
   f. Serve as the primary point of contact among FFA chapter advisors, members, parents, stakeholders, and the general public regarding all Washington FFA Association state award programs.

3. State Convention Logistics
   a. Plan and produce the career and leadership development events that occur during the annual state convention according to the responsibilities outlined above.
   b. Coordinate convention volunteers, staff, speakers, and guests. This includes arranging accommodations and travel, volunteer and staff orientation and training, serving as the primary point of contact for the aforementioned groups, and welcoming guests, serving as a professional liaison to the association.
   c. Procure convention event supplies, awards, and consumables. This includes food and beverage, catering, supplies, printing, and other administrative needs as well as event supplies for banquets, competitive events, awards, and other needs.
   d. Coordinate convention registration and housing by working closely with the executive director, convention housing coordinator, host location staff and representatives, and chapter advisors and registrants. Serve as the primary point of contact to resolve issues and manage registration of all Washington FFA chapters who attend the event.

4. Travel Requirements
   a. This position requires approximately 35% travel, some of which is overnight travel. Major obligations include:
      i. WAAE conferences, two conferences in spring and fall; plus annual summer conference.
ii. Travel to CDEs/LDEs that occur outside of state FFA convention
iii. State FFA Convention, 14 days in May
iv. National FFA Convention in Indianapolis, 8–9 days in late October/early November
v. Other travel as needed to support association activities

Required Qualifications:

a. Must be able to communicate effectively with, positively interact with, influence, and work with a diverse group of internal/external people including students, teachers, and staff.
b. Must have excellent interpersonal, listening, written and verbal communication, presentation/public speaking, and project management skills.
c. Must be able to effectively prioritize, organize, use time-management skills, and be adept at multitasking and demonstrate a strong ability to meet deadlines.
d. Ability to implement good record keeping and accounting practices.
e. Proven history in planning and organizing events, managing teams, and coordinating vendors and volunteers.
f. Must be able to provide excellent customer service to internal and/or external stakeholders.
g. Must be accurate, detailed oriented, and able to problem solve/analyze.
h. Must be computer proficient including remote meeting facilitation and technology; website, email, and social media; and be able to make and receive phone calls.
i. Proficient in G Suite (Gmail and Association email management, Google Docs, Drive, Google Calendar, Google Forms, etc.), and Microsoft Office.
j. Must be fiscally responsible and comfortable making decisions that support the longevity of the association.
k. Must have a passion for student leadership development and understanding of the FFA association.
l. Demonstrate prior efforts to address the impacts of equity, diversity, access, and inclusion on students and the education system.

Work Environment:

a. Able to work in an office environment either at home or in an office. Must have consistent access to high speed internet and quality cellular phone service.
b. Requires some overnight travel.
c. Able to plan expenses for travel and other costs.
d. Some lifting required of items less than 50 pounds, occasionally more than 50 pounds.

Compensation:

a. Salary range starting at $55,000, depending on experience
b. Competitive benefits, vacation, and leave program
   a. $500 per month for health benefits, to be spent at the employee’s discretion
   b. 10 paid holidays
   c. 2 weeks medical/family/sick leave
   d. 15 paid vacation days, with additional time awarded for years of employment
c. Annual retirement contribution: matching up to $3000

d. Professional development costs will be paid for by the association with prior board approval.

e. General equipment and consumables to support the duties of this position will be provided in the association budget, including cellular phone and computer.

f. Travel Compensation: mileage, meals, and hotel expenses will be reimbursed according to the association’s reimbursement policy.

The Washington FFA Association complies with all federal and state rules and regulations and does not discriminate on the basis of any protected class as defined by law. The Washington FFA Association specifically does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation, gender expression or identity, genetic information, non-job related sensory, mental or physical disability, the use of a trained dog guide or service animal by a person with a disability, or any other legally protected status, condition or characteristic, except where a bona fide qualification disqualifies an individual.