

Wisconsin FFA Center, Inc.

P.O. Box 110

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Spencer, WI 54479

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Position Available

Wisconsin FFA Center - Summer Assistant

Position:

Summer assistant position focusing on helping the Wisconsin FFA Center, Inc. operate more efficiently to serve advisors and members during the summer. Help to develop and improve FFA public relations and assist with summer FFA activities and responsibilities.

Major Responsibilities:

- * Assist with State FFA Convention responsibilities when needed before and during convention, along with assisting with convention follow-up activities.
- * Assist in producing and reviewing State FFA Convention press releases and other media related items.
- * Assist in the coordination of the State FFA Convention activities and helping with a variety of convention related assignments.
- * Assist at the WAAE Professional Development Conference.
- * Assist with the preparation of Degree, Proficiency and Chapter Applications to be sent to National FFA by specified deadlines.
- * Design and produce the State FFA Annual Report to be distributed in September.
- * Organize State FFA Band and Chorus Registration for State Fair and serve as the lead chaperone.
- * Complete other duties assigned by FFA Executive Director.

Position Requirement:

A strong understanding of the Wisconsin Association of FFA. Skills: Excellent oral and written communication skills. Time management, organizational and computer skills. Knowledge of the Wisconsin Association of FFA and its programs and activities. Preference may be given to Agricultural Education majors.

Location/Salary:

Position located at the Wisconsin FFA Center in Spencer, Wisconsin. Some travel will be required: State Convention, WAAE Professional Development Conference and State Fair. \$2,800 stipend plus expenses associated with job responsibilities. Credit option may be available through university programs.

To Apply

Send resume by February 17, 2010 including formal education, work experience, FFA experience, education and curriculum experiences and references to:

Cheryl Zimmerman, Executive Director, Wisconsin FFA Center, P.O. Box 110, Spencer, WI 54479.

Critical Dates:

Employment from May 17 - August 20, 2010. (Flexible starting and ending dates.)

The Wisconsin FFA Center, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, ancestry, age, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.