



## **Position Announcement:**

### **Agricultural Education Adult Education Program Coordinator**

The Georgia Agricultural Education Program is seeking qualified candidates for the position of Agricultural Education Adult Education Program Coordinator.

*Posting Date: February 4, 2019*

*Application Deadline: Until Filled*

*Position Title: Adult Education Out-Reach Coordinator*

*Location: TBD - Negotiable*

*Employment Terms: At will position; 12 months (230 days)*

#### **Position Summary:**

The position of Ag. Ed. Adult Education Program Coordinator will be responsible for the following areas within the Agricultural Education program:

- ❖ Georgia Young Farmer Association (GYFA) Executive Secretary,
- ❖ Georgia FFA Alumni Executive Director, and
- ❖ Professional Learning Coordinator (CTAERN).

General responsibilities will include planning, prioritizing and delivering educational programs and activities for Agricultural teachers, students and Alumni/GYFA Members. The position provides specialized assistance to teachers of agriculture and Alumni/GYFA members to meet the needs of producers, consumers, and all interested persons in the areas of agriculture and agriculture business.

#### **Minimum Qualifications:**

Education: Bachelors in Agricultural Education or other suitable Agricultural Degree Area with three years' work experience and proven performance record. Successful applicant must hold or be eligible for Georgia Teaching Certification.

Salary: Commensurate with experience

#### *Skills Required:*

- ❖ Ability to think strategically and align short and long-range goals and resources.
- ❖ Ability to manage multiple priorities and work with diverse people and ideas.
- ❖ Ability to work and lead in a team environment.
- ❖ Demonstrate collaboration, consensus-building and networking skills.
- ❖ Strong interpersonal, communication, leadership and subject matter skills are necessary.
- ❖ Well defined organizational skills.

The Agricultural Education Adult Education Program Coordinator must be able to effectively and efficiently deliver educational programs for Agricultural Education teachers (CTAERN) and members involved in the Georgia FFA Alumni/Young Farmers Association. This position builds connection between FFA, FFA Alumni, Young Farmers and other organizations that deliver high quality education programs.



### **Description of Specific Duties:**

#### Administrative Duties:

- ❖ Provide administrative support and guidance for the Georgia FFA Alumni and Georgia Young Farmer Association events and activities.
- ❖ Develop the annual operating budget for the Georgia FFA Alumni and Georgia Young Farmer Association with their respective boards. Accepts and records receipts and disbursements and prepares monthly financial reports for committee members.
- ❖ Develop program and meeting schedules / agendas.
- ❖ Manages the membership and other databases for the Georgia FFA Alumni and Georgia Young Farmer Association.
- ❖ Communicate frequently with the Georgia FFA Alumni and Georgia Young Farmer Association Board of Directors and membership. Attend various activities and meeting as a representative of the Georgia Agricultural Education program.
- ❖ Assist the Agricultural Education region directors and program manager in working with teachers and administrators to develop balanced programs in each local agricultural education program.
- ❖ Assist the Agricultural Education region directors in school improvement activities and evaluation of standards for Young Farmer teachers.
- ❖ Assist the Agricultural Education region directors in reviewing monthly reports and programs of work to insure the teacher is carrying out a balanced program.
- ❖ Maintain and update GYFA and Georgia FFA Alumni by-laws.

#### Program Development Duties:

- ❖ Provide technical assistance in conducting the calendar of events for the Georgia Young Farmers Association Board of Directors including the GYFA Annual Convention, Summer Tour, the Legislative Day in Atlanta, Region GYFA Caucuses, Events for GYFA at the Sunbelt Ag Expo, and various award programs related to the program of work and the calendar of events. This shall also include the Georgia FFA Alumni calendar of events.
- ❖ Recruit new Georgia FFA Alumni and Georgia Young Farmer Association members.
- ❖ Maintain and process Chartering / Reactivating packets.
- ❖ Provide technical assistance for the GYFA magazine, Alumni newsletter, websites and social media outlets.

#### Support :

- ❖ Serve as a liaison and resource with CTAERN to identify professional learning needs and/or coordinating professional learning services.
- ❖ Coordinate with AgEd Leadership team and CTAERN to develop and provide staff development in program areas that will serve teachers and students of agricultural education with the most up-to-date and advanced information available.
- ❖ Provide training for teachers and students that participate in the GYFA and Alumni events and award activities.
- ❖ Assist the region director(s), the State Program Manager, the GYFA Board of Directors, and the Georgia FFA Alumni Council in developing new and visionary educational programs that are designed to meet the mission and goals for Agricultural Education.



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- ❖ Serves as a liaison between the agricultural education program and the agricultural industry.

**Other Duties:**

- ❖ Provide additional duties as directed by the State Program Manager of Agricultural Education

**Submit a cover letter and resume\* to:**

Billy Hughes  
Program Manager  
Career, Technical and Agricultural Education  
Department of Education  
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205 Jesse Hill Jr. Drive, S.E.  
Atlanta, Georgia 30334

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[bhughes@doe.k12.ga.us](mailto:bhughes@doe.k12.ga.us)

\* Resume should include a daytime telephone number, prior employment, and at least 3 references with addresses and telephone numbers.