

Position Announcement: Georgia Young Farmer Association Executive Secretary

The Georgia Agricultural Education Program is seeking qualified candidates for the position of Georgia Young Farmer Association (GYFA) Executive Secretary.

Posting Date: August 1, 2013

Application Deadline: Until Filled

Position Title: Georgia Young Farmer Association Executive Secretary

Location: South Region Office, Tifton, Ga.

Employment Terms: At will position for 120 days per year with no benefits.

Position Description:

The position of Georgia Young Farmer Association (GYFA) Executive Secretary with the Agricultural Education Program is responsible for planning, prioritizing and delivering educational programs and activities for Agricultural Teachers, Students, and GYFA Members. The position provides specialized assistance to teachers of agriculture and GYFA Members to meet the needs of producers, consumers, and all interested persons in the areas of agriculture and agriculture business.

This position provides planning, goal setting, and prioritizing of events and activities along with the GYFA Board of Directors to effectively and efficiently deliver educational programs for the Agricultural Education Teachers and Members involved in the Georgia Young Farmers Association. This position builds connection between FFA, FFA Alumni, Young Farmers and other organizations that deliver high quality educational programs.

Description of Specific Duties:

Administrative Duties:

- Provide administrative support and guidance for Georgia Young Farmer Association events & activities.
- 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.

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.
- Provide technical assistance for the GYFA magazine, website and social media outlets.
- Develop and provide staff development in program areas that will serve the teachers and students of agricultural education with the most up-to-date and advanced technology available.

- Provide training for teachers and students that participate in the GYFA Events and award activities.
- Assist the region director(s), the state program manager, and the GYFA Board of Directors in developing new and visionary educational programs that are designed to meet the mission and goals for Agricultural Education and the Georgia Young Farmers Association.
- 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.

Minimum Qualifications:

Education: Bachelors in Agricultural Education or other suitable Agricultural Degree Area with three years' work experience and proven performance record.

Skills Required:

- Ability to think strategically and align 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

Salary: \$25,000 - \$35,000 per year (*based on 120 identified days*)

Submit a cover letter and resume to:*

Dr. Lynn Barber
South Region Director / Agriculture Education
Georgia Department of Education
ABAC 34, 2802 Moore Hwy
Tifton, GA 31794
lbarber@doe.k12.ga.us or lbarber@gaaged.org

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