



Georgia FFA Foundation Job Posting

Events Coordinator

The Georgia FFA Foundation is seeking a full-time Events Coordinator. The Georgia FFA Foundation is a 501(c)(3) non-profit that promotes and supports agricultural education and the FFA in Georgia. The Foundation is committed to providing premier leadership, personal growth and career success opportunities to the over 42,000 FFA members in Georgia.

The Events Coordinator will serve as a member of the Foundation team and will report to the Executive Director of the Foundation. Office location will be the Foundation office in Swainsboro.

Responsibilities:

The Events Coordinator will plan, coordinate and implement fundraising events. The Events Coordinator will be responsible for contacting potential sponsors, developing all promotional materials for events and promoting these events via social media. The Events Coordinator also prepares budgets and fundraising goals for each event. After the completion of an event, the Events Coordinator will review the event and address any issues that need to be changed for future events. This position coordinates all details required to ensure events run smoothly and successfully. In addition to these duties, administrative tasks will be required including making deposits, writing checks and recognizing donors for their gifts.

Job Qualifications:

- Bachelor's Degree in Agricultural Communications
- Excellent verbal, written and interpersonal communication skills
- Strong organization and planning skills with exceptional follow through and attention to detail
- Ability to represent the Foundation in a professional manner when working with constituents, events location staff, donors, FFA Alumni, FFA advisors and teachers and state agricultural education staff
- Ability to work as a member of a team (which includes Foundation staff, Board of Directors, Sponsors Board, agricultural education staff and events location staff)
- Knowledge of agricultural education and the FFA

Application:

To apply for this position, please submit a cover letter and resume (with references) to:

Katrina Jones, Executive Director

Georgia FFA Foundation

P.O. Box 237 • Swainsboro, GA 30401

The deadline to apply is Monday, December 31, 2018, or until filled.