



Indiana FFA Association
One North Capitol Avenue, Suite 600
Indianapolis, IN 46204

P 317-690-3133
F 317-232-1362
www.inffa.org

Indiana FFA Summer Development Internships

- Position:** Indiana FFA Development Internship (2)
Interns will be hired through the Indiana State Department of Agriculture

Primary Office Location shall be ISDA Offices – One N Capitol Ave, Indianapolis, IN 46204.
- Description:** Full time summer intern to work for the Indiana FFA. Responsibilities will include but are not limited to the following: State Convention preparation, support and assistance in program implementation, State Fair coordination, programs development/evaluation, conference curriculum research and development, mailings, data entry and administrative duties, and other jobs as needed.
- Requirements:**
Education: Currently enrolled as an undergraduate or graduate with an accredited post-secondary institution and have completed at least 1 year of undergraduate education.

Experience: Work with youth and adults, leadership training, agriculture education, partner development, and the FFA organization.

Skills: Oral and written communications, program development, computer literacy, youth training, team building, organizational and time management skills.
- Salary & Time:** ~\$450/week
Housing available at the FFA Leadership Center (optional)
Minimum 12 weeks
- Benefits:** Mileage reimbursement for official business, and some meals will be provided.
- Application:** Applications are due by December 10th.
Please submit a letter of application and resume via e-mail to:

Indiana FFA
Tami Ketchen
Phone: (317) 690-3133
E-mail: tneighbors@isda.in.gov
- Letter of application should address (but not limited to) why you desire to intern with Indiana FFA and past experiences/skills you would bring to the position.
- Since we are accepting only e-mailed applications, please make sure you receive an emailed response that we have received your application to insure delivery of the application.
- Interviews:** Interviews will tentatively be held virtually on December 15th. More information provided once an interview offer has been extended. Other interview dates may be available upon request.

The ISDA, Indiana FFA Foundation and Association does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.