



## Wisconsin Association of Agricultural Educators

PO Box 87, Sauk City, WI 53583  
Phone: (608)354-6450 | [www.waae.com](http://www.waae.com)

### **Position Vacancy: Wisconsin FFA Career Development Events (Wisconsin) Coordinator**

Employer: Wisconsin Association of Agricultural Educators (WAAE)

#### **Position description and duties:**

This is a part-time position with the Wisconsin Association of Agricultural Educators which helps facilitate the operations associated with the Wisconsin FFA State Career Development Events.

- Maintain a home office at no charge to WAAE.
- Attend Board and Committee Meetings and other meetings as directed by the WAAE President.
- Set up and monitor CDE registration and provide registration information to state contest hosts and superintendents.
- Update and monitor designated CDE webpage (ie. rules, changes, information).
- Work with designated host personnel to host state FFA CDE's.
- Oversee the scoring and the distribution of CDE results.
- Compile and assign contest helpers.
- Keep abreast of CDE changes from National FFA and assist in implementing changes in Wisconsin CDE's when appropriate.
- Assemble CDE training information for FFA chapter use.
- Coordinate CDE information with area/regional CDE contests and superintendents.
- Assemble lists of contest winners and provide a list to the Wisconsin FFA Center.
- Order trophies for winning teams and individuals.
- Troubleshoot problems and answer daily questions.
- Order and maintain scan sheets.
- Explore the potential of online testing.
- All other CDE related event duties as assigned.

Candidate will primarily work from home, but will have some travel responsibilities for organizational meetings and CDE events.

Interested parties should send a letter of interest by Friday, August 28, 2021 to WAAE President Roger King at [kid4of6@gmail.com](mailto:kid4of6@gmail.com).