



**Position Announcement
Communications Coordinator
Georgia FFA Foundation**

The Georgia FFA Foundation is seeking qualified candidates for the position of Communications Coordinator.

The Georgia FFA Foundation is a 501(c)(3) nonprofit that supports Georgia FFA members. The Foundation builds partnerships with industry, education, government, foundations, and individuals to secure resources for agriculture career and leadership development. The Foundation strives to provide opportunities that “make a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education.”

Posting Date – February 5, 2026

Application Deadline – Friday, March 20, 2026

Location – To be Determined

Employment Start Date – July 1, 2026

Salary – Commensurate with Education and Experience

Position Summary

The Communications Coordinator will be responsible for the following areas:

- Coordinate and manage all social media efforts for the Georgia FFA Foundation
- Manage the Foundation website, including updating the website regularly, and highlighting giving programs, events, donors, and FFA members
- Develop publications and other content for print and online posting, including flyers, donation giving forms, newsletters, etc.
- Produce, record, and edit material for videos that promote the Foundation
- Write emails, press releases, blog posts, newsletters, social media captions, website updates, etc.

- Schedule posts, monitor comments/messages, track engagement, and keep brand voice consistent
- Maintain editorial calendars to ensure things go out in a timely manner
- Track metrics (email open rates, social engagement, website traffic) and summarize results
- Assist with planning and executing communication campaigns, launches, and events
- Develop and maintain consistent branding for the Foundation

General responsibilities include seeking and carrying out ways to move the Foundation forward in the communications aspect of our program (social media, print, website, video, publications, etc.) The position will include both office time and regular travel expectations.

Education Requirements

- Minimum of bachelor's degree in Agricultural Communications, Agricultural Education, or Related Studies

Skills Required

- Writing and editing
- Video production and editing
- Social media and website maintenance
- Photography
- Organization
- Strong interpersonal skills
- Excellent communication skills (verbal and non-verbal)
- Strong understanding of Adobe Creative Cloud, Canva, WordPress and/or similar software

Desired Characteristics

- Creativity (possess an excitement to envision and bring to life new projects)
- Goal oriented
- Ability to multi-task and manage multiple priorities
- Willingness to work with diverse people and ideas
- Team player

Other Duties

- This position will be assigned other duties by the Foundation Executive Director.

Interested parties should submit a cover letter and resume via mail or email to the following address:

Katrina Jones
Georgia FFA Foundation
P.O. Box 237
Swainsboro, GA 30401

Email: kjones@gaaged.org
Office phone: (478) 289-2555
Cell phone: (478) 494-6614

Resume should include a daytime telephone number, prior employment and experiences, and at least three references with addresses, email addresses, and phone numbers.