



# WAAE PROFESSIONAL DEVELOPMENT CONFERENCE

## COMMUNICATIONS INTERN

### JOB DESCRIPTION

**Job Summary:** This position works closely with the Wisconsin Association of Agricultural Educators (WAAE) staff and board to support comprehensive communications efforts for the WAAE Professional Development Conference. Based on the applicant's skills and interests, they **may also be selected as a Communications Intern for the Wisconsin State FFA Convention**, serving in one of the designated PR focus areas (creative writing, photography, social media, or interviews). Before and after the convention, the intern will continue collaborating with WAAE staff to provide communications coverage for the WAAE Professional Development Conference, held in Pewaukee, Wisconsin, from June 28 to July 2. **Applicants selected for this position will be ineligible to run for state FFA office.**

**Reports to:** Wisconsin Association of Agricultural Educators Executive Director

**Term of Position:** April – June 2026, 5 hours weekly in addition to the WAAE Professional Development Conference, from June 28-July 2, 2026. WAAE PDC attendance is **required**.

#### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If accommodations are needed in the application process, please email [media@wisconsinffa.org](mailto:media@wisconsinffa.org).

Supporting WAAE Professional Development Conference include but is not limited to:

- Work with WAAE staff to provide communications coverage throughout the conference.
- Create content highlighting professional development sessions, speakers, educators, and organizational initiatives.
- Support on-site communications needs including written updates, visual content, interviews, or social media assets as assigned.
- Ensure timely delivery and organization of content for post-conference use.
- Assist in identifying storytelling opportunities that highlight impact and engagement.
- Maintain professionalism while representing Wisconsin FFA and WAAE at all events.
- Compile and organize content libraries for staff and stakeholder use.
- Complete a brief review of the internship experience to support continuous improvement of the communications program

#### Competencies

- Strong written and verbal communication skills
- Ability to adapt communication style across audiences and platforms
- Collaboration and teamwork skills
- Attention to detail



- Strong organizational and time management skills
- Ability to exercise sound independent judgment
- Adaptability in fast-paced, live-event environments
- Basic computer and technology skills
- Strong philosophical adherence to equity, diversity, and inclusion

#### **Required Education and Experience**

- Pursuing post-secondary education in communications, journalism, marketing, agricultural education, media, or a related field
- Experience creating content for organizational or academic purposes

#### **Preferred Education and Experience**

- Experience with event-based communications
- Familiarity with social media, photography, videography, interviews, or news writing
- Knowledge of cloud storage and file-sharing platforms (Google Drive)
- Design Program Knowledge: Canva (or similar)

#### **Compensation**

- Lodging and meals will be covered throughout the WAAE Professional Development Conference
- A stipend will be granted upon successful completion of the internship.
- \*Should the intern desire to receive internship credit for this experience, Wisconsin FFA will work with their respective University to ensure credit requirements are met. The expense of the internship credit will be on the intern.

#### **Work Environment**

- This position is remote and requires the use of a personal computer or a University /Two-Year program-provided computer and internet. Travel required to WAAE PDC.

#### **Other Duties as Assigned**

Please note that this job description is not designed to contain a comprehensive listing of duties or responsibilities that are required for this role. Duties and responsibilities may change at any time with or without notice.

*The Wisconsin Association of FFA is an equal opportunity employer. It is our policy to provide equal employment opportunity to all persons regardless basis of sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. We comply with all federal, state, and local equal employment opportunity regulations.*