

# Arkansas FFA Association

## 2026 State Convention Expo Coordinator

### Job Description



### Details, Summary, & Responsibilities

**Position Title:** 2026 Arkansas FFA State Convention Expo Coordinator (Contracted Position)

**Reports To:** Arkansas FFA State Advisor & Arkansas FFA Executive Secretary

**Status:** Part-Time, Contracted (20–30 hours per week)

**Contracting Entity:** Arkansas FFA Association

**Contract Term:** December 2025 – May 2026

**Location:** Primarily remote with required on-site work during State Convention in Hot Springs, AR

**Compensation:** This is a paid contracted position. Compensation details will be discussed individually with selected candidates.

**Position Summary:** The Expo Coordinator is responsible for planning, managing, and executing the Expo portion of the 2026 Arkansas FFA State Convention. This role plays a critical part in vendor recruitment, sponsor relations, on-site coordination, and the overall financial success of the convention. The coordinator ensures a high-quality, engaging experience for exhibitors, students, advisors, and partners.

#### **Essential Duties and Responsibilities:**

- Develop and execute a highly engaging Expo that showcases industry, education, careers, and agricultural innovation.
- Contact, recruit, secure, and maintain communication with potential and returning vendors and sponsors.
- Serve as the primary point of contact for all exhibitors.
- Maintain communication with the Arkansas FFA Foundation to foster relationships with current and potential sponsors.
- Work closely with the Hot Springs Convention Center to schedule move-in, layout needs, logistics, and facility requirements.
- Create the exhibitor packet, contract forms, and communication templates.
- Develop the Expo floorplan and booth assignments.
- Work with the design/decor company to coordinate pipe and drape, signage, and staging.
- Schedule and manage Expo Stage programming, including presentations, demonstrations, and special activities.
- Create branded Expo graphics aligned with official Convention branding guidelines.
- Maintain accurate vendor records, payments received (sent directly to the Association), and documentation.
- Support sponsors and vendors with onsite needs during convention week in coordination with the Foundation
- Assist with additional convention-related duties as assigned by the State Advisor or Executive Secretary.
- Prepare and distribute post-event follow-up communications, including thank-you notes, invoices, and introductions to the Arkansas FFA Foundation's Executive Director.

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## Qualifications, Additional Duties, & Timeline

### Recommended Additional Duties:

- Track vendor leads and develop a retention strategy for future conventions.
- Identify new industries and partners that align with agricultural education.
- Provide a post-convention report summarizing performance, financial outcomes, and recommendations.
- Ensure adherence to Arkansas FFA policies, event safety standards, and professional expectations.

### Required Qualifications:

- Experience in event planning, vendor management, sponsorship relations, or similar fields.
- Excellent communication and interpersonal skills.
- Strong organizational and project-management abilities.
- Ability to meet deadlines and manage multiple responsibilities.
- Proficiency in email communication, spreadsheets, and digital file organization.
- Ability to work independently while representing the Arkansas FFA Association professionally.

### Preferred Qualifications:

- Experience with agricultural industry partners or nonprofits.
- Familiarity with trade shows, expos, or large-scale event operations.
- Graphic design experience (Canva, Adobe, etc.).

### Timeline & Work Expectations:

- **December 2025:** Contract preparation, process setup, initial Expo planning, and Foundation Communication
- **January – March 2026:** Vendor outreach, confirmations, communication, payments
- **March – April 2026:** Build Expo layout, assign booths, finalize stage schedule, handle all onsite prep
- **Convention Week (April 2026):** On-site coordination, vendor management, Expo Stage oversight
- **May 2026:** Vendor follow-up, thank-you notes, invoicing, reporting, data transfer to Foundation

For more information, please email the following.

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