TEXAS FFA ASSOCIATION

MEMORANDUM

TO: University Faculty, Internship Coordinators and Interested Students

FROM: Jennifer Jackson, Executive Director, Texas FFA Association

DATE: October 15, 2026

SUBJECT: Texas FFA History Project Internship

The Texas FFA Association is seeking an Agricultural Education student intern to support a focused phase of the Texas FFA History Project. As we look ahead to our 100th convention in 2028 and 100th anniversary in 2029, we are gathering and carefully verifying the stories, people, photographs and milestones that will help shape a commemorative coffee table book. This internship offers an opportunity to help preserve Texas FFA history while building anticipation for the publication.

Application Deadline: November 1, 2026

Responsibilities

- History Project Appendix — Review, verify, organize and enter historical information into the History Project appendix. Check names, dates, events and supporting details against available records; document sources and flag discrepancies.
- Coffee Table Book Content List — Research and compile a structured list of potential stories, individuals, milestones, photographs, artifacts and traditions for consideration in the commemorative coffee table book. Record available sources and outstanding research needs.
- Research and Compilation — Investigate gaps in existing materials, cross-check information, collect supporting references and compile findings in a format association staff can readily review and use.
- Coordinate with association staff to confirm priorities, resolve questions and provide brief progress updates.

Preferred Qualifications

- Current undergraduate student majoring in Agricultural Education (Ag Ed) preferred.
- Strong research, organization, fact-checking and attention-to-detail skills; familiarity with Texas FFA and agricultural education history is helpful.
- Ability to work independently, handle historical materials carefully and respect the confidentiality of unpublished project content.

Time Commitment and Timeline

- Anticipated start: November 2026; anticipated completion: February 2027.
- Approximately four hours per week, with assignments and check-ins coordinated with association staff.
- November: review existing materials, establish source-tracking process and prioritize research needs.
- December–January: verify historical details, research gaps and develop the History Project appendix and coffee table book candidate list.
- February: finalize organized research, outstanding verification notes and a handoff summary.

Compensation and Confidentiality

- Compensation is $15.00 per hour for hours worked, approximately four hours per week.
- The association may require the intern to sign a nondisclosure or confidentiality agreement to protect unpublished content, images, research and publication plans.
- The intern’s contributions may be acknowledged in the completed publication, subject to editorial decisions.

How to Apply

Send a resume and brief statement of interest to michelle@texasffa.org. Include your Agricultural Education program and availability. **The deadline to apply is November 1, 2026.**