2020 FCCLA Summer Internship Information

Family, Career and Community Leaders of America (FCCLA) is a nonprofit National Career and Technical Student Organization for young men and women in Family and Consumer Sciences education in public and private school through grade 12. Since 1945, FCCLA members have been making a difference in their families, careers and communities by addressing important personal, work and societal issues through Family and Consumer Sciences education. Today over 175,000 members in more than 5,300 chapters are active in a network of associations in 50 states, in addition to Puerto Rico.

FCCLA is seeking four individuals for internships at the national headquarters office during the summer of 2020. Internship opportunities are available in the areas of Leadership, Competitive Events, Conferences, and Programs and Professional Development. Please see specific descriptions on the following page.

Eligibility

- Applicants with various educational and work backgrounds are encouraged to apply, although FCCLA experience is preferred.
- An intern must be a college student who has finished his/her first year, is currently a full-time student, and is planning to return to college full-time as an undergraduate in the fall of 2020. Twelve hours is considered full-time. Any student who ends the semester with fewer than 12 hours is not eligible for this internship. Graduate students are not eligible.
- Summer interns must be willing to live within a commutable distance of the FCCLA national headquarters office in Reston, VA, and find their own housing accommodations.
- The ideal candidates must possess superior organizational skills, strong Microsoft Office skills, the ability to communicate effectively via phone and email, an enthusiastic and positive attitude, and a strong interest in nonprofit organizations. Additional requirements may be necessary for individual internships as noted in the position descriptions below.

Internship Requirements

- The internship will commence on Monday, May 18, 2020.
- Travel to Washington, D.C. to attend the FCCLA National Leadership Conference, July 5-July 9, 2020 is required. Actual dates of travel will be determined by Department Director.
- Interns will participate in all-staff, department, and team meetings as appropriate, in addition to regular meetings with their direct supervisor.
- All interns will complete an internship exit evaluation during their final week in the office.

Compensation

- College credit is available for students who attend cooperating universities.
- All interns will be classified as a part-time non-exempt employee and will be paid for hours worked.
- The office will be closed on Memorial Day, Monday, May 25, 2020 and you will not be paid this day.
- FCCLA does not pay housing, transportation, or any other living costs for the internship experience. FCCLA will pay all expenses for transportation, lodging, and meals for the National Leadership Conference in Washington, D.C.

How to Apply

- Interested applicants should submit a completed application form, cover letter, resume and two references by January 15, 2020 to:

  Karen Patti, FCCLA, 1910 Association Drive, Reston, VA 20191 / kpatti@fcclainc.org / Fax: (703) 439-2662
Internship Descriptions

Competitive Events

The Competitive Events Intern will assist the Competitive Events Manager in preparing for the FCCLA national STAR Events (Students Taking Action with Recognition) competition for approximately 5,000 participants and 1,600 volunteers. Primary job responsibilities will include preparing information and materials for participants, volunteers, and consultants, assisting in the coordination of event logistics, on-site competition assistance, assisting in coordinating recognition session activities and materials, and competition follow-up and evaluation. Additional duties include assistance with the implementation of the FCCLA/Lifesmarts Knowledge Bowl competition. The Competitive Events Intern will report directly to the Competitive Events Senior Manager. This intern position travels as national staff to the 2020 National Leadership Conference in Washington, D.C. Preference will be given to applicants who are familiar with FCCLA STAR Events. Please send questions about this internship to competitiveevents@fcclainc.org.

Leadership

The Leadership Intern will assist the Leadership Department in the preparations for the FCCLA national officer elections, general sessions, new officer training in July and August 2020, and the Leadership Academy. Primary job responsibilities for officer elections include assistance with national officer candidate applications, Nominating Committee meetings, officer orientations, and information for candidates and voting delegates. General session responsibilities include to provide support to stage director during rehearsals and fashion show, and plan and prepare for all award presentations. The position also requires oversight of the current national officers with meeting planning, on site assistance and coordination, and rehearsals. Leadership Academy assistance consists of assuring the Leadership Training Team is equipped with supplies needed for the conference. The Leadership Intern will report directly to the Director of Leadership. Preference will be given to applicants who are familiar with state and/or national FCCLA leadership development. Please send questions about this internship to kpatti@fcclainc.org.

Programs and Professional Development

The Programs and Professional Development Intern will work in the offices of Programs and Leadership to assist in efforts for the 2020 National Leadership Conference and the upcoming year. Primary job responsibilities will include assisting with youth workshop preparations, interacting with Program Award recipients, assisting with Adviser Professional Development session preparation, managing adviser award recognition, coordinating Adviser Academy activities and session plans, and other activities as needed. The Program and Professional Development Intern will report directly to the Director of Programs and the Professional Development Manager. This intern position travels as national staff to the 2020 National Leadership Conference in Washington, D.C. Applicants pursuing a degree in Family and Consumer Sciences preferred. Please send questions about this internship to bcarpenter@fcclainc.org.

Conferences

This hands-on internship is open to students pursuing a degree in Hospitality, Tourism & Event Management who are entering their 3rd or 4th year. Those with special events/meeting planning experience are strongly encouraged to apply. Primary job responsibilities include management of the volunteer corps (35+ onsite volunteers), preparation and distribution of conference materials to attendees, communication with speakers, assisting with answering phone calls and emails, maintaining and updating travel spreadsheets and confirmation letters, logistics support, and greeting and directing VIP’s onsite. The Conference Intern will assist the Director of Conferences and Meetings Manager in preparing for the FCCLA National Leadership Conference with approximately 8,500 attendees who are middle/high school students and their advisers. The intern will report directly to FCCLA’s Meetings Manager.

EMPLOYER’S RIGHTS

The Family, Career and Community Leaders of America, Inc.’s management reserves the right to review and revise this document at any time. Employees are expected to perform any other duties or tasks, which are assigned. This document represents a description of intended job content and performance requirements, and is expected to be revised annually or when a major change occurs. The existence of this document should not be construed in any way to represent an actual or implied contract of employment.