



Family, Career and Community Leaders of America

POSITION DESCRIPTION

Date Written or Revised: November 2021

Title: Competitive Events Manager

Department: Competitive Events

Location: Reston, Virginia

Reports to: Senior Director: Finance, Membership, Competitive Events, Partnerships

Supervises: Professional Development Manager, Competitive Events/ Partnership Administrative Assistant and Competitive Events Intern

Job Status: Full-time Part-time
 Exempt Non-Exempt

PRIMARY PURPOSE

The Competitive Events Manager is responsible for managing the development, execution, and evaluation of Competitive Events; including current and new STAR Events (presently 34), FCCLA/LifeSmarts Knowledge Bowl, FCCLA/Knowledge Matters Virtual Business Challenges, and 22 Skill Demonstration Events; and convening focus groups, trainings, and demonstrations. Manages the maintenance and revision process, ensures rigor and relevance with Family and Consumer Sciences national standards, Career Clusters, and works in conjunction with program staff and other departments to ensure consistency with national programs and current education trends. The Competitive Events Manager will also supervise the Professional Development Manager, Summer Competitive Events Intern, Competitive Events and Partnership Assistant, and Culinary, Baking and Pastry consultant.

ESSENTIAL FUNCTIONS

Manages daily functioning, tactical planning, and implementation of Competitive Events.

Percent of time spent: 80%

Key Responsibilities

- Writes and edits documents such as Competitive Events guidelines, reports, newsletters, proposals and website text;
- Oversees and assists in the updating of Competitive Events;
- Works on establishing new ways to engage students to participate in Competitive Events on a National level;
- In conjunction with the Culinary, and Baking and Pastry consultant, assist in locating venues to host Culinary and Baking and Pastry Competitive Events;
- Works with the Conference Department to ensure Competitive Events are properly set up in the FCCLA Registration system prior to opening the conference registration;
- Responsible for recruiting, assigning and monitoring volunteer evaluators for Competitive Events;
- Responsible for timely reporting of results at the National Conferences;
- Establishes standard procedures oversees implementation of procedures as they relate to Competitive Events;
- Delivers presentations at various functions/meetings or webinars;
- Plans and coordinates workshops, trainings and meeting logistics as it relates to Competitive Events;
- Plans meeting agendas as needed; participates on committees;
- Assist in recruiting, selecting and overseeing the Competitive Events Advisory Team (CEAT);
- Contributes to scripting and awards presentations development;

- Evaluates program and/or event outcomes, assists with development and implementation of process or product improvements;
- Acts as liaison to designated groups and vendors; develops and maintains strong working relationships and incorporates input into program and project implementation;
- Oversees and contributes to the budget development process for Competitive Events, as needed;
- Manages mailings and implements special projects as needed;
- Other tasks as needed.

Manages Professional Development Manager

Percent of time spent: 20%

Key Responsibilities

Provide oversight and guidance to the Professional Development Manager, to include:

- Planning and implementation of the Chapter Adviser Summit, Adviser Academy, Future Adviser Academy and Adviser Industry Intensive, including but not limited to, reviewing content, and the FCCLA Portal for registration;
- Teacher and adviser recruitment through the Say Yes to FCS campaign;
- Adviser Professional Development planning and implementation;
- Administration of the Newcomer Scholarships;
- Administration of adult awards;
- Correspondence with the National Executive Council Advisers; and
- Other tasks as needed.

EDUCATION AND EXPERIENCE REQUIRED

Education: Bachelor’s degree required. Job-related certification may be preferred or required.

Experience: 5 – 7 years’ related experience to include administrative, project and/or program management experience. Background in Family and Consumer Sciences, experience running student led competitions, and supervisory experience is strongly preferred. Tech savvy with intermediate to advanced skills in MS Office applications, database and presentation software; demonstrated ability to master new applications quickly.

TRAVEL REQUIREMENTS

10-15%

EMPLOYER’S RIGHTS

The Family, Career and Community Leaders of America’s management reserves the right to review and revise this document at any time. Employees are expected to perform any other duties or tasks that 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.

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