



2021 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 182,000 members in more than 5,200 chapters are active in a network of associations in 48 states, in addition to Puerto Rico and the Virgin Islands.

FCCLA is seeking four individuals for **unpaid internships** at the national headquarters office or virtual, during the spring/summer of 2021. The timing is flexible based on the organizational needs and availability of the intern; however, a four-week minimum is required. 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 and is currently a full-time student., Twelve hours is considered fulltime. Any student who ends the semester with fewer than 12 hours is not eligible for this internship.
- 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, if they choose to intern in person. If virtually, interns must have their own computer and reliable internet.
- 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

- A minimum of four weeks is required with start and end dates being flexible based on intern schedule and organization needs.
- Interns will participate in all-staff, department, and team meetings as appropriate, in addition to regular meetings with their direct supervisor.
- There will not be any travel opportunity for interns.
- 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 unpaid, with no monetary benefit provided.
- FCCLA does not pay housing, transportation, or any other living costs if the intern chooses an in person experience.

How to Apply

- Interested applicants should submit a completed application form, cover letter, resume and two references by **January 15, 2021** 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, 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. 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 2021, 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. 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 2021 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. Applicants pursuing a degree in Family and Consumer Sciences preferred. Please send questions about this internship to bcarpenter@fcclainc.org.

Conferences

This 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 volunteers, preparation and distribution of conference materials, communication with speakers, assisting with answering phone calls and emails, maintaining and updating documents and assisting with logistical support. The Conference Intern will assist the department in preparing for the FCCLA National Leadership Conference and will report directly to FCCLA's Meetings Manager. Please send questions about this internship to kconners@fcclainc.org.

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.