



## **Family, Career and Community Leaders of America**

### ***POSITION DESCRIPTION***

**Date Written or Revised:** February 2022

**Title:** Adviser and Competitive Events Support Manager

**Supervisor:** Senior Director

**Job Status:**            ☒ Full-time                      ☒ Exempt  
                              ☐ Part-time                        ☐ Non-Exempt

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#### **PRIMARY PURPOSE**

The Adviser and Competitive Events Support Manager is responsible for working to define and identify the needs and opportunities for FCCLA Chapter Advisers, and build a platform of communication, training, and support. This role will be responsible for overseeing the Baking and Pastry and Culinary Arts STAR Events and work directly with the Competitive Events Manager to ensure smooth execution of these events during the National Leadership Conference. This role will also be responsible for developing and implementing adviser professional development training and recognition programs for advisers. This role will oversee the National Consultant Team.

#### **ESSENTIAL FUNCTIONS**

##### **Oversee Adviser Professional Development and Resources for Chapter Advisers**

*Percent of time spent: 45%*

- Monitor and work with groups including but not limited to Family and Consumer Sciences (FCS) education college students, teacher educators, and Adviser Academy participants
- Develop, promote, and organize Adviser to Adviser session at the National Leadership Conference (NLC)
- Manage, promote, and organize newcomers scholarship program at National Fall Conference and National Leadership Conference
- Research, develop, and implement professional development opportunities for advisers
- Create and support a communication platform and outreach efforts to teacher educators
- Develop resources and materials to incorporate and promote FCCLA on the university level
- Manage, build, and promote the FCCLA Adviser Facebook page and Google resources site
- Promote, organize, manage, and update the Adviser and Adult Awards
- Apply for, manage, and track PDU's and CEU's for adviser meeting participation
- Develop, update, promote, and facilitate Adviser Academy program
- Develop, promote, manage and facilitate the Chapter Adviser Summit
- Support and work with Adviser Academy participants throughout the year
- Develop and/or assist with adviser publications and regular adviser webinars

- Align all lesson plans and adviser resources with the FCS national standards and FCCLA focused career pathways
- Develop supporting adviser resources for programs and youth communication tools
- Build upon programmatic efforts for FCS teacher recruitment
- Partner with FCS teacher educators to develop a course on FCCLA for future educators
- Promote and facilitate the Say Yes to FCS Signing ceremony at NLC
- Other tasks as needed

### **Competitive Events – Oversee Baking and Pastry, and Culinary Arts**

*Percent of time spent: 45%*

- Review the STAR Events Guidelines before release and update accordingly
- Serve as the liaison to the American Culinary Federation to ensure applicable events align with their certification requirements
- Ensure a suitable location is secured to host the Baking and Pastry and Culinary Arts Events during the National Leadership Conference
- Create and post the formulas for Culinary Arts and Baking and Pastry by February 1 of each year
- Coordinate participant and volunteer registration
- Provide coordination of certification testing at the National Leadership Conference
- Coordinate arrangements for materials and supplies for Baking and Pastry and Culinary Arts Competitive Events.
- Gather, update, and publish the website and social media promotion of events, certifications, deadlines, and scholarship opportunities
- Participate in and help coordinate the Competitive Events Advisory Team
- Assist with questions, inquiries, and field telephone calls, as needed
- Assist with data and Portal management for Competitive Events, as needed
- Provide coordination of National STAR Events testing and data management
- Develop and runs reports, as needed
- Assist with coordination of recognition sessions and data for Competitive Events

### **Oversee Relationships with National Consultant Team (NCT) and National Executive Council Advisers (NECA)**

*Percent of time spent: 10%*

- Oversee and manage National Consultant Team (NCT) and National Executive Council Advisers (NECA) in developing and facilitating workshops for national conferences and supporting mentorship and training for other advisers
- Provide support in the development of resources, webinars, and training materials.
- Oversee and manage the National Consultant Team in Adviser Academy facilitation.
- Promote and hire National Consultant Team members as needed

**EDUCATION AND EXPERIENCE REQUIRED**

*Education:* Bachelor's degree required, Master's Degree and background in Family Consumer Sciences preferred.

*Experience:* 5-7 years of related experience to include administrative, support services, volunteer recruitment, and program development. Supervisory experience is necessary. Ability to support various needs and work directly with key state leaders to ensure communication and programmatic needs are met. Experience in building and supporting campaigns with successful goal outcomes delivered. Ability to provide insight to build new and creative resources to help maintain growth and connection to members and industry leaders. Tech-savvy with intermediate to advanced skills in MS Office application preferred.

**TRAVEL REQUIREMENTS**

15-20%

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**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.