Family, Career and Community Leaders of America, Inc.®

POSITION DESCRIPTION

Date Written or Revised: July 2023

Title: Adviser and Competitive Events Coordinator

Supervisor: Adviser and Competitive Events Manager

Job Status: [x] Full-time   [x] Exempt
            [ ] Part-time   [ ] Non-Exempt

PRIMARY PURPOSE
The Adviser and Competitive Events Coordinator is responsible for assisting with adviser professional development and Competitive Events. The Coordinator works directly with the Adviser and Competitive Events Manager to develop adviser resources, coordinate existing programs, data and portal management, on-site assistance for Competitive Events, and provide customer service to advisers and chapters. Must be capable of both in-person and remote work.

ESSENTIAL FUNCTIONS

Adviser Professional Development and Liaison with Chapter Advisers
Percent of time spent: 50%

- Assists in monitoring and working with groups including but not limited to FCS Education college students, Teacher Educators, and Adviser Academy participants;
- Supports, promotes, and organizes newcomers scholarship program at National Fall Conference (NFC) and National Leadership Conference (NLC);
- Supports developing resources and materials to incorporate and promote FCCLA on the university level;
- Supports, monitors, and promotes the FCCLA Adviser Facebook page and other resources;
- Assists in promoting, organizing, managing, and updating the Adviser National Awards;
- Assists in maintaining the adviser email account and answering questions from chapter and state advisers;
- Apply for, manages, and tracks PDU’s and CEU’s for adviser meeting participation;
- Supports developing, updating, promoting, and facilitating Adviser Academy;
- Supports developing, promoting, managing, and facilitating the Chapter Adviser Summit;
- Supports and works with Adviser Academy participants throughout the year;
- Assists with adviser publications and regular adviser webinars;
• Aligns all lesson plans and adviser resources with the FCS National Standards and FCCLA focused career pathways;
• Supports the promotion and creation of resources for FCS Day (December 3) and FCS Educator Day (Wednesday of FCCLA week);
• Promote and coordinate the Say Yes to FCS Signing ceremony at NLC;
• Engage with the National Consultant Team; and
• Other tasks as needed.

**Competitive Events**

*Percent of time spent: 50%*

• Assists with writing and editing documents such as Competitive Events guidelines, reports, newsletters, proposals, and website text;
• Assists in maintaining the Competitive Events email and answering questions from chapter and state advisers;
• Assists in recruiting, assigning, and monitoring volunteer evaluators for Competitive Events;
• Supports the planning and coordination of workshops, trainings, and meeting logistics as it relates to Competitive Events;
• Assists with onsite coordination and execution of Competitive Events, which includes preparing materials for distribution, sorting medals, room checks, data entry into the FCCLA Portal and JudgePro, running reports, and logistics;
• Coordinates participant and volunteer registration;
• Provides coordination of certification testing at the National Leadership Conference;
• Coordinates arrangements for materials and supplies for shipment to national conferences;
• Coordinates website updates and social media promotion of Competitive Events, certifications, deadlines, and scholarship opportunities;
• Manages mailings and implements special projects as needed;
• Engage with the Competitive Events Advisory Team (CEAT);
• Assists with data and portal management for Competitive Events, which includes coordination of National STAR Events testing and data management; and
• Other tasks as needed.

**EDUCATION AND EXPERIENCE REQUIRED**

*Education:* Bachelor’s degree preferred.

*Experience:* One to three (1-3) years of related experience, including administrative support and coordination of programs. Tech-savvy with intermediate to advanced skills in MS Office applications, database, and presentation software; consistently demonstrates positive customer service; works collaboratively with other staff and teams; has the technical knowledge and skills to perform responsibilities effectively; exhibits a consistently high level of attention to detail and accuracy; highly organized, uses time efficiently and consistently meets deadlines; able to set priorities for routine work; able to develop and implement basic process improvements for various routines and systems; demonstrates strong business writing skills and edits documents for errors, grammar, and content; writes business correspondence and other documents clearly and professionally; able to integrate long-term assignments effectively along with routine, daily work.
The employee will occasionally need to lift and/or move heavy objects, equipment, and/or boxes, particularly during conference preparation and onsite meetings of upwards of 25 pounds.

**TRAVEL REQUIREMENTS**
5-10%

**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.

This organization grants equal employment opportunities to all qualified persons regardless of race, creed, color, sex, age, national origin, marital status, or physical/mental handicap. It is the intent and desire of the FCCLA National Board of Directors that equal opportunities be provided in recruitment, selection, salary, promotion, benefits, privileges, and all other terms and conditions of employment.