



## 2023 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 schools 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 199,000 members in more than 4,900 chapters are active in a network of associations in 46 states, the District of Columbia, the American Virgin Islands, and Puerto Rico.

FCCLA is seeking four individuals for paid internships during the spring/summer of 2023 for approximately 10 weeks, based on the intern's availability. The internship period will be primarily in-person work at the national headquarters office in Herndon, VA. 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 full-time college student who has finished his/her first year. Twelve hours is considered full-time. 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 Herndon, VA, provide their own transportation, and find their own housing accommodation with 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

---

- The internship will be approximately 10 weeks and will commence on/about Monday, May 15, 2023.
- Travel to Denver, CO to attend the FCCLA National Leadership Conference (NLC), July 2- 6, 2023 is required. Actual dates of travel will be determined by the 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 part-time, non-exempt employees and will be paid for hours worked.
- The office will be closed on Memorial Day, Monday, May 29, 2023, and Juneteenth, Monday, June 19, 2023, and you will not be paid for these days.
- 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 Denver, CO.

### How to Apply

---

- Interested applicants should submit a completed application form, cover letter, resume, and two references by **November 28, 2022** to Karen Patti, Senior Director, [kpatti@fcclainc.org](mailto:kpatti@fcclainc.org).

## 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 assisting with the implementation of the FCCLA/Lifesmarts Knowledge Bowl competition. The Competitive Events Intern will report directly to the Adviser and Competitive Events Manager. Preference will be given to applicants who are familiar with FCCLA STAR Events. Please send questions about this internship to [competitiveevents@fcclainc.org](mailto:competitiveevents@fcclainc.org).

### Leadership

---

The Leadership Intern will assist the Leadership Department in preparations for the FCCLA national officer elections, general sessions, new officer training in July and August 2022, and the leadership sessions at NLC. 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 Leadership and Programs Manager. Preference will be given to applicants who are familiar with state and/or national FCCLA leadership development. Please send questions about this internship to [jeddinger-lucero@fcclainc.org](mailto:jeddinger-lucero@fcclainc.org).

### Programs and Professional Development

---

The Programs and Professional Development Intern will assist the work in both of these department areas to meet the needs of the 2022 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, the Say Yes to FCS ceremony, and other activities as needed. The Program and Professional Development Intern will report directly to the Leadership and Programs Director and the Adviser and Competitive Events Manager. Applicants pursuing a degree in Family and Consumer Sciences is preferred. Please send questions about this internship to [bcarpenter@fcclainc.org](mailto:bcarpenter@fcclainc.org).

### Conferences

---

This internship is open to students pursuing a degree in Hospitality, Tourism & Event Management who are entering their 3<sup>rd</sup> or 4<sup>th</sup> year. Those with special events/meeting planning experience are strongly encouraged to apply. Primary job responsibilities include management of volunteers and special event registration/waivers, preparation and distribution of conference materials, housing/registration quality checks, creating the state seating layout, assisting with answering phone calls and emails, maintaining and updating documents, and assisting with logistical support. The Conference Intern will help coordinate the registration desk, assist with special event setup, assist with meeting room setups, and be essential in answering attendee questions onsite at the conference. The Conference Intern will assist the department in preparing for the FCCLA National Leadership Conference and will report directly to the Conference Director. Please send questions about this internship to [kconners@fcclainc.org](mailto: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.