



**Family, Career and Community Leaders of America, Inc. ®**  
***POSITION DESCRIPTION***

**Date Written or Revised:** February 2024

**Title:** Adviser and Competitive Events Manager

**Supervisor:** Senior Director

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

**PRIMARY PURPOSE**

The Adviser and Competitive Events Manager is responsible for managing the development, execution, and evaluation of Competitive Events and adviser professional Development programs and consistently revising to ensure rigor and relevance with Family and Consumer Sciences National Standards. This role manages Competitive Events, Adviser Academy, the National Consultant Team, the Competitive Events Advisory Team, and the National Executive Council Advisers. The Adviser and Competitive Events Manager will directly supervise the Adviser and Competitive Events Coordinator. Must be capable of both in-person and remote work.

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**ESSENTIAL FUNCTIONS**

**Competitive Events**

*Percent of time spent:*

- Writes and edits documents such as Competitive Events guidelines, reports, newsletters, proposals, and website text;
- Oversees and assists in the updating of Competitive Events;
- Responsible for answering questions, inquiries, and field telephone calls, as it relates to Competitive Events;
- Works on establishing new ways to engage students to participate in Competitive Events on a national level;
- Delivers presentations at various functions/meetings or webinars;
- Oversee the update of the website and social media promotion of events, certifications, deadlines, and scholarship opportunities;
- Develops and runs reports, as it relates to Competitive Events;
- Establishes standard procedures and oversees the implementation of procedures as they relate to 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;

- Collaborate with the Partnerships Senior Manager to create compelling partner proposals and deliverables tailored for Competitive Events, ensuring alignment with organizational goals and objectives;
- Responsible for recruiting, assigning, and monitoring volunteer evaluators for Competitive Events;
- Responsible for timely reporting of results at the National Conferences;
- Plans and coordinates workshops, training, and meeting logistics as it relates to Competitive Events;
- Plans meeting agendas as needed;
- Recruits, selects, and oversees the Competitive Events Advisory Team (CEAT);
- Oversees scripting, data, and awards presentation session(s);
- Evaluates program and/or event outcomes, assists with the development and implementation of process or product improvements;
- Oversees and contributes to the budget development process for Competitive Events, as needed;
- Coordinates arrangements with the Culinary Consultant for the Baking and Pastry and Culinary Arts Competitive Events including location, formulas, recipes, and additional resources;
- Acts as liaison to designated groups and vendors; develops and maintains strong working relationships and incorporates input into program and project implementation;
- Serve as the liaison to the American Culinary Federation to ensure applicable events align with their certification requirements and coordination of certification testing at the National Leadership Conference;
- Assist with data and Portal management for Competitive Events, which includes making recommendations for updates to the Portal on an annual basis and testing the updates in QA; and
- Oversees coordination of recognition sessions and data for Competitive Events; and
- Other tasks as needed.

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

*Percent of time spent: 40%*

- Monitor and work with groups including but not limited to Family and Consumer Sciences (FCS) education college students, teacher educators, and Adviser Academy participants;
- Manage, promote, and organize newcomers' scholarship program at the National Leadership Conference (NLC);
- 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, monitor, and promote the FCCLA Adviser Facebook page and Google resources site;
- Promote, organize, manage, and update the adviser and adult national awards;
- Oversee the application, management, and tracking of 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;
- Oversee 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;

- Update and revise the FCCLA Adviser Professional Standards;
- 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;
- Collaborate with the Partnerships Senior Manager to create compelling partner proposals and deliverables tailored for Competitive Events, ensuring alignment with organizational goals and objectives;
- Oversee the promotion and facilitation of the Say Yes to FCS Signing ceremony at NLC;
- 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;
- Contract and oversee National Consultant Team (NCT) members as needed;
- Oversee and manage the NCT in Adviser Academy facilitation; and
- Other tasks as needed.

## **EDUCATION AND EXPERIENCE REQUIRED**

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

*Experience:* 3-7 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.

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.

## **COMPETENCIES**

- Manages multiple tasks at the same time
- Demonstrates strong business writing skills and edits documents for errors, grammar, and content
- Writes business correspondence and other documents clearly and professionally
- Demonstrates positive customer service interaction
- Works collaboratively with other staff and teams
- Demonstrates the technical knowledge and skills to perform responsibilities effectively
- Demonstrates strong interpersonal skills and manages conflict 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
- Demonstrates initiative in maintaining a regular workload and assisting others as time permits
- Able to develop and implement basic process improvements for various routines and systems
- Able to integrate long-term assignments effectively along with routine, daily work

## **TRAVEL REQUIREMENTS**

15-20%

## **IN-PERSON REQUIREMENT**

For the initial 90 days of employment, the selected candidate will work exclusively on-site at FCCLA's headquarters office in Herndon, VA.

## **HYBRID WORK SCHEDULE**

After the initial 90 days, the Adviser and Competitive Events Manager will follow a hybrid work schedule, comprising two (2) days in the office at FCCLA's headquarters and three (3) days of remote work each week, unless otherwise communicated.

## **APPLICATION PROCESS**

To apply for this position, please submit a cover letter and resume to [mhornby@fcclainc.org](mailto:mhornby@fcclainc.org).

## **BENEFITS**

FCCLA provides a comprehensive benefits package, which encompasses a wide range of offerings such as health, dental, and vision insurance, retirement contributions, as well as paid leave for sick days, annual leave, maternity/paternity leave, and holidays. Detailed information on these benefits will be provided to candidates during the application process.

## **EMPLOYER'S RIGHTS**

FCCLA'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.

This organization grants equal employment opportunities to all qualified persons regardless of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit-based factors. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

It is the intent and desire of the National Board of Directors that equal opportunities be provided in recruitment, selection, salary, promotion, benefits, privileges, and all other terms and conditions of employment.