



## 2025 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. With over 244,000 student members and more than 7,300 chapter advisers across 5,300 chapters, the FCCLA family continues to expand and thrive, fostering a vibrant community of passionate individuals committed to making a difference.

FCCLA is seeking three individuals for paid internships during the spring/summer of 2025 for approximately 10 weeks, based on the intern's availability. The internship period will be primarily in-person work at the national headquarters in Herndon, VA. Internship opportunities are available in the areas of Leadership and Programs, Adviser and Competitive Events, and Conferences. 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 credit hours is considered full-time. Any student who ends the semester with fewer than 12 credit hours is not eligible for this internship.
- Summer interns must be willing to live within a commutable distance of the FCCLA National Headquarters 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 13, 2025.
- Travel to Orlando, FL, to attend the FCCLA National Leadership Conference (NLC), July 5-9, 2025 is required. Actual dates of travel will be determined by the department supervisor.
- Interns will participate in all staff 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 26, 2025, and Juneteenth, Thursday, June 19, 2025, 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 Orlando, FL.

### How to Apply

- Interested applicants should submit a completed application form, cover letter, resume, and two references by **January 6, 2025** to Karen Patti, Chief of Staff, [kpatti@fclclinc.org](mailto:kpatti@fclclinc.org).

## Internship Descriptions

### Adviser and Competitive Events

The Adviser and Competitive Events Intern will assist with implementing adviser professional development sessions and preparing for over 50+ Competitive Events competitions for approximately 5,000 participants and 1,600 volunteers for the National Leadership Conference. Primary job responsibilities 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, as well as assisting with Adviser Professional Development session preparation, managing adviser award recognition, and the Say Yes to FCS signing ceremony. The Adviser and Competitive Events Intern will report directly to the Competitive Events and Membership Director. 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 and Programs

The Leadership and Programs Intern will assist the Leadership and Programs Department in preparations for the FCCLA national officer elections, general sessions, leadership training sessions at NLC, and new officer training as well as assisting with youth red talk and workshop preparations, coordinating with National Program Award recipients, assisting with the annual FCCLA Fashion Show and FCCLA Showcase. Primary job responsibilities for officer elections include assistance with national officer candidate applications, preparation for Nominating Committee meetings, officer orientations, and information for candidates and voting delegates. The Leadership and Programs 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 and programming. Please send questions about this internship to [Leadership@fcclainc.org](mailto:Leadership@fcclainc.org)

### Conferences

The Conference Intern position is open to students interested in or pursuing a degree in Hospitality, Tourism & Event Management. Those with special events/meeting planning experience are strongly encouraged to apply. Primary job responsibilities include assisting in preparing for the FCCLA National Leadership Conference (NLC). Duties include special event registration/waivers, preparation and distribution of conference materials, preparing the conference app, 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. Extensive knowledge of Microsoft Excel is extremely helpful in this position. On-site at NLC, 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. The Conference Intern will report directly to the Conference Director. Please send questions about this internship to [meetings@fcclainc.org](mailto:meetings@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.