



Family, Career and Community Leaders of America, Inc.

POSITION DESCRIPTION

Date Written or Revised: August 2021

Title: Competitive Events and Partnership Assistant

Reports to: Senior Competitive Events Manager, Partnership Manager

Job Status: Full-time Part-time
 Exempt Non-Exempt

PRIMARY PURPOSE

The Competitive Events and Partnership Assistant is responsible for providing administrative and clerical assistance to the Competitive Events and Partnership teams. This position performs general clerical/secretarial activities and office administration activities. Must be capable of both in person and remote work. Some travel may be required.

ESSENTIAL FUNCTIONS

Competitive Events

Percent of time spent: 50%

- Assists in coordinating participant and volunteer registration for all levels of the FCCLA/LifeSmarts Knowledge Bowl, including volunteer assignment and communication;
- Assists in payment processing for the FCCLA/Knowledge Matters Virtual Business Simulations;
- Assists with Online Level I STAR Events evaluation process and results distribution;
- Assists with arrangements for materials and supplies for all in-person Competitive Events, including Skill Demonstration Events, FCCLA/LifeSmarts Knowledge Bowl, and STAR Events;
- Assists with organizing and packing supplies for shipment to the National Fall Conference (NFC) and the National Leadership Conference (NLC);
- Assists with communication with the Competitive Events Advisory Team, including minutes and contracts;
- Assists with contracts and payment processing for STAR Events Lead Consultants;
- Assists with document preparation (Word, Excel, Adobe PDF) as needed;
- Assists with questions, inquiries, and field telephone calls, as needed;
- Assists with data and portal management for Competitive Events, as needed;
- Assists in testing updates to the FCCLA Portal;
- Assists with implementation of national STAR Events and the National FCCLA/LifeSmarts Knowledge Bowl;
- Assists with coordination of National STAR Events testing and data management;
- Develops and runs reports, as needed; and
- Other duties as assigned.

Partnerships

Percent of time spent: 50%

- Provide day to day support in account managing FCCLA's partnerships to maximize income from existing partners;
- Work with the Partnership Manager in the development of new partnerships by supporting with research, preparation for meetings, pitches and proposals;
- Ensure all active and potential partners receive an excellent level of service, understand clearly the work FCCLA does, and feel positive about all their points of engagement with FCCLA;
- Organize and attend weekly Program and Partnership team meetings, including preparing agendas and taking notes and distribution of same;
- Maintain accurate fundraising database and provide weekly status reports, in addition to other reports as needed;
- Draft targeted communications for partners, sponsors, workshop presenters and others, as needed;
- Assist in creation and editing of documents and presentations;
- Prepare customized marketing packets for partner meetings;
- Ensure that partner recognition on the website remains current;
- Assist in researching and identifying potential partners that could support programs and the health of the organization;
- Provide support for the exhibitor program for all meetings;
- Assist in coordinating the production of all exhibit and sponsor related materials, including but not limited to the Sponsorship Guide, service kit, marketing materials and correspondence for exhibit/corporate audience;
- Support the development of MOU's, grants and proposals;
- Coordinate with the Finance Department to ensure the timely delivery of invoices to partners;
- Assist in maintaining an updated list of all in-kind gifts and follow procedures for reporting to the Finance department;
- Process invoices and expense reimbursements for the Partnership department;
- Assists with organizing and packing supplies for shipment to the National Fall Conference (NFC) and the National Leadership Conference (NLC);
- Collaborate with team on new ideas; and
- Other tasks as needed.

EDUCATION AND EXPERIENCE REQUIRED

Education: Bachelor's degree preferred.

Experience and skills: 1-3 years' experience in all facets of administrative support. Tech savvy with intermediate to advanced skills in MS Office applications, database and presentation software. Experience in managing expectations, multiple project timelines, and working within a collaborative team environment. Demonstrated ability to master new applications quickly. Experience with FCCLA or other Career and Technical Student Organizations is preferred.

COMPETENCIES

- Demonstrates strong business writing skills and edits documents for errors, grammar and content.
- Writes business correspondence and other documents clearly and professionally.
- Consistently demonstrates positive customer service orientation.
- Works collaboratively with other staff and teams.
- Has 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 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

0-5% upon request

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.

FCCLA 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 national Board of Directors that equal opportunities be provided in recruitment, selection, salary, promotion, benefits, privileges, and all other terms and conditions of employment.