



## Family, Career and Community Leaders of America

### ***POSITION DESCRIPTION***

**Date Written or Revised:** August 2021

**Title:** Youth Leadership Manager

**Department:** Leadership

**Supervisor:** Senior Director

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

### **PRIMARY PURPOSE**

The Youth Leadership Manager is responsible for the direct oversight of the National Executive Council, National Officer Candidates and the election process, State Officer networks, youth recognition, and manages the production of the general session presentations at all national meetings. Additionally, this position supports the activities and functions of the Leadership Training Team and Leadership Academy training. Must be capable of both in person and remote work. Some travel may be required.

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### **ESSENTIAL FUNCTIONS**

**Management of National Executive Council (NEC) and the national election process.**

*Percent of time spent: 60%*

*Key Responsibilities*

- Develops and recommends goals, objectives, and Program of Work with the National Executive Council.
- Manages activities of NEC and NOC/election process with inter-related activities of other programs, departments, or staff and makes recommendations and/or takes appropriate action.
- Interacts and maintains liaison with students, staff, and outside/community agencies in facilitating National Executive Council objectives.
- Manages NEC productions at national conferences.
- Prepares periodic reports on council activities, progress, status, or other special reports for internal, external audiences.

**Support the Communication and Youth Education Director with the activities and functions of the Leadership Training Team (LTT) and youth education trainings, including Leadership Academy.**

*Percent of time spent: 25%*

*Key Responsibilities*

- Supports the development and implementation of leadership trainings for officers and members, including but not limited to development of an alumni training group, and implementation of Leadership Academy, working in partnership with Franklin Covey.

**Management of youth communication efforts.**

*Percent of time spent: 10%*

*Key Responsibilities*

- Plans, implements, and manages state officer communication, the State Officer Update and National Network Trainings.

**Management of youth individual recognition processes.**

*Percent of time spent: 5%*

*Key Responsibilities*

- Manages the processes and systems of the Youth Scholarship Applications and Awards.

**EDUCATION AND EXPERIENCE REQUIRED**

*Education:* Bachelor's degree required.

*Experience:* 5-7 years' related youth experience and administrative support in addition to excellent management skills. The individual must possess leadership qualities such as interpersonal communication and writing skills and be organized, creative, and effective. Applicants should have intermediate skills in MS Office applications and database experience and demonstrate the ability to master new applications quickly.

**TRAVEL REQUIREMENTS**

**15-20%**

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**EMPLOYER'S RIGHTS**

The Family, Career and Community Leaders of America'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.

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