



SkillsUSA Massachusetts, Inc.
Position Announcement
Date of Posting: September 3, 2019

<u>Position</u>	<u>Type of employment</u>	<u>Contract Maximum</u>	<u>Application Deadline</u>
Conference Management Specialist	Consultant (Grant Funded)	400 hours/\$25.00 per hour	September 15, 2019

Funding: This position is posted in anticipation of grant funding from the Department of Elementary and Secondary Education. The position may not be funded if grand funds are not received.

JOB SUMMARY: Reporting to the Executive Director, the Conference Management Specialist is responsible for programming success of SkillsUSA Massachusetts. This position will ensure a proper event development strategy and will oversee prep, packing and move-in/out of all SkillsUSA Conferences and events including; Washington Leadership Training Institute, Advisor's Boot Camp Training, Fall State Leadership Conference, Holiday Party, MRE Challenge (pending funding), SAiL Conference, District Conferences, State Conference and National Conference prep, and State Officer Meetings, quality control and evaluation of each conference and event. The Conference Management Specialist will be the key external face of SkillsUSA Massachusetts in the development and delivery of conference management strategies, inventory control, ordering and will assist with conference activities for members and student officers as defined by the Executive Director.

JOB TITLE: CONFERENCE MANAGEMENT SPECIALIST

REFERENCE: #STF_2	POSITION NUMBER: STF_2
CATEGORY: STATE STAFF	CLASSIFICATION: PART-TIME; 16 HRS/WEEK
DATE POSTED: ANNUAL	DATE DUE: SEPTEMBER 15, 2019
HIRING RANGE: BASED ON EXPERIENCE	HOST NAME: SOUTHEASTERN RTHS
REPORTS TO: EXECUTIVE DIRECTOR	REPORT LOCATION: SKILLSUSA MASSACHUSETTS HEADQUARTERS

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Understand the basics of the job requirements, and have an open mind to learning.
- Complete tasks with little to no supervision, function independently and be open to receiving continuous feedback.
- Independently carry out the responsibilities, as specified below;

Leadership:

- Cultivate existing relationships with volunteers ensuring sufficient support, resources, and access to services.
- Develop and implement strategies for conference/activity development that will maximize the opportunities for organizational growth within the career & technical education community.

Team Management and Development:

- Manage key aspects of the development of conference/activity development; prepping, packing and move-in/out of all conference and events.
- Develop and manage inventory controls and manage inventory and storage area.
- Serving as part of the mentoring team (Leadership Team) for conference management.

Program Operational Management:

- Conference Management, development of required conditions, ensuring needed supplies, and required equipment are on-site and then returned to SkillsUSA office.
- Managing inventory and ordering.
- Assist with development of new and emerging programs as agreed upon in the program of work.
- Continue the use of consistent, objective program standards to insure quality in all conferences and activities.
- Other duties as assigned.

CONSULTANT PROPOSAL REQUIREMENTS:

- Resume and cover letter
- Summary of qualifications
- Address all aspects of the job as outlined in the Job Summary
- List the number of hours to be expended on each activity
- List products to be delivered and delivery schedule

QUALIFICATIONS:

EDUCATION:

Bachelor's degree in education, business or equivalent combination of education and credible experience required.

MINIMUM QUALIFICATIONS:

- Expertise in teaching and or training in an education setting
- Expertise in student activity development
- Expertise with inventory/inventory control & ordering
- Experience with writing, speaking and teaching
- Experience with student supervision for both day and overnight conferences
- Superior computer skills: must include; Microsoft office suite, database and spreadsheet software and keynote
- Demonstrated superior organizational skills
- Excellent interpersonal and communication skills
- Must be able to stand for more than 1 hour at a time, lift 20 lbs. and pack/move boxes and drive a 16' box truck (CDL not required)
- Ability to work independently and set priorities
- Ability to work weekends (some), school vacation week days (some)
- Ability to travel; in-state travel (day and occasional overnight) and some out-of-state travel for multiple days.

PREFERRED QUALIFICATIONS:

- Education and/or credible experience with non-profit management, career and technical education and SkillsUSA preferred.
- Personal qualities of integrity, work ethic, professionalism, responsibility, adaptability/flexibility and self-motivation and a commitment to and passion for the SkillsUSA Massachusetts mission.

APPLICATION CONTACT INFORMATION:

SkillsUSA Massachusetts

Attention to: Karen Ward, Executive Director

250 Foundry Street, South Easton, MA 02375.

Send application requirements to: kward@maskillsusa.org



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Position Announcement
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<u>Position</u>	<u>Type of employment</u>	<u>Contract Maximum</u>	<u>Application Deadline</u>
Student Leadership Specialist	Consultant (Grant Funded)	400 hours/\$25.00 per hour	September 15, 2019

Funding: This position is posted in anticipation of grant funding from the Department of Elementary and Secondary Education. The position may not be funded if grant funds are not received.

JOB SUMMARY: Reporting to the Executive Director, the Student Leadership Specialist Consultant is responsible for 1. the student officer programming success of SkillsUSA Massachusetts. This position will develop, coordinate and manage all aspects of the student officer program, prepping for and assisting with state officer meetings 2. Prepping for and assisting with state events involving state officers; scripts, presentations (PowerPoint, Keynote etc.) on-site logistics for student officers, training programs, activities for the following events and activities: a.) State Officer Training b.) Advisor's Boot-Camp Training c.) Fall State Leadership Conference d.) District Leadership & Skills Conferences (6) e.) SAiL Conference f.) State Leadership & Skills Conference (Delegate Assembly Coordination) g.) Student Advisory Council Training h.) National Delegate Training i.) National Leadership & Skills Conference. The Student Officer Program Consultant will be the key external face of SkillsUSA Massachusetts in the development and delivery of student training strategies, scripts, presentations and will assist with conference activities for members as defined by the Executive Director.

JOB TITLE: STUDENT LEADERSHIP SPECIALIST

REFERENCE: #STF_6 CATEGORY: STATE STAFF DATE POSTED: ANNUAL HIRING RANGE: BASED ON EXPERIENCE REPORTS TO: EXECUTIVE DIRECTOR	POSITION NUMBER: STF_6 CLASSIFICATION: CONTRACT CONSULTANT DATE DUE: SEPTEMBER 15, 2019 HOST NAME: SOUTHEASTERN RTHS REPORT LOCATION: SKILLSUSA MASSACHUSETTS HEADQUARTERS, AS NEEDED
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ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Understand the basics of the job requirements as outlined in the summary, and have an open mind to learning.
- Complete tasks with little to no supervision, function independently and be open to receiving continuous feedback.
- Independently carry out the responsibilities, as specified below;

Leadership:

- Cultivate relationships with student officers ensuring sufficient support, resources, and access to services.
- Develop and implement strategies for student development that will maximize the opportunities for personal growth within the seventeen essential elements of the SkillsUSA Framework.

Team Management and Development:

- Manage key aspects of the student officer development program and oversee the implementation of the specific requirements for a successful State Delegate Assembly for 500 student delegates.
- Assist student officers with the development and delivery of membership presentations and student training programs.
- Serving as part of the mentoring team (Leadership Team) for student State Officers and Chapter Leaders.

Program Operational Management:

- Student Officer schedules and assignments.
- Managing officer gear inventory and ordering.
- New and emerging activities/programs as agreed upon in the program of work.
- Continue the use of consistent, objective program standards to insure quality in all programs and activities.
- Prepare and manage scripts and PowerPoint presentations for all conferences to support officer program
- Assist student officers with speech & presentation development
- Other duties as assigned.

CONSULTANT PROPOSAL REQUIREMENTS:

- Resume and cover letter
- Summary of qualifications
- Address all aspects of the job as outlined in the Job Summary
- List the number of hours to be expended on each activity
- List products to be delivered and delivery schedule

QUALIFICATIONS:

EDUCATION:

Bachelor's degree in education, business or equivalent combination of education and credible experience required.

MINIMUM QUALIFICATIONS:

- Expertise in teaching and or training in an education setting
- Expertise in curriculum development
- Experience with writing, speaking and teaching
- Superior computer skills: must include; Microsoft office suite, database and spreadsheet software and keynote
- Demonstrated superior organizational skills
- Excellent interpersonal and communication skills
- Must be able to stand for more than 1 hour at a time, lift 20 lbs. and pack/move boxes
- Ability to work independently and set priorities
- Ability to work weekends (some), school vacation week days (some)
- Ability to travel; in-state travel (day and occasional overnight) and some out-of-state travel for multiple days.

PREFERRED QUALIFICATIONS:

- Education and/or credible experience with non-profit management, career and technical education and SkillsUSA preferred.
- Personal qualities of integrity, work ethic, professionalism, responsibility, adaptability/flexibility and self-motivation and a commitment to and passion for the SkillsUSA Massachusetts mission.

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<u>Position</u>	<u>Type of employment</u>	<u>Contract Maximum</u>	<u>Application Deadline</u>
Curriculum & Professional Development Specialist	Consultant (Grant Funded)	400 hours/\$25.00 per hour	September 15, 2019

Funding: This position is posted in anticipation of grant funding from the Department of Elementary and Secondary Education. The position may not be funded if grant funds are not received.

JOB SUMMARY: Reporting to the Executive Director, the Curriculum & Professional Development Specialist is responsible for providing support for SkillsUSA's curriculum offerings; Career Essentials, writing teacher guide for use of the curriculum, serving as the principle trainer for teachers using the curriculum, student officers participation in Career Essentials and serving as the principle editor of competency exams for use at SkillsUSA District Conferences. The Curriculum & Professional Development Specialist will be the key external face of SkillsUSA Massachusetts in the development and delivery of curriculum strategies for the Career Essentials Suite of curriculum materials and will assist with conference training activities for members as defined by the Executive Director.

JOB TITLE: CURRICULUM & PROFESIONAL DEVELOPMENT COORDINATOR

REFERENCE: #STF_5	POSITION NUMBER: STF_5
CATEGORY: STATE STAFF	CLASSIFICATION: CONTRACT CONSULTANT
DATE POSTED: ANNUAL	DATE DUE: SEPTEMBER 15, 2019
HIRING RANGE: BASED ON EXPERIENCE	HOST NAME: SOUTHEASTERN RTHS
REPORTS TO: EXECUTIVE DIRECTOR	REPORT LOCATION: SKILLSUSA MASSACHUSETTS HEADQUARTERS, AS NEEDED

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Understand the basics of the job requirements, and have an open mind to learning.
- Complete tasks with little to no supervision, function independently and be open to receiving continuous feedback.
- Independently carry out the responsibilities, as specified below;

Leadership:

- Cultivate existing relationships with Chapter Advisors, SkillsUSA Championships Management Team and Student Officers ensuring sufficient support, resources, and access to services.
- Develop and implement strategies for Career Essentials curriculum use that will maximize the opportunities for its use within the career & technical education community. *Teacher Guide to Career Essentials implementation to be developed by this consultant.

Team Management and Development:

- Manage key Career Essentials platforms (on-line licenses, student officer participation and data base management) and oversee the purchase and implementation of the specific curriculum products within the Career Essentials Suite of products.
- Develop and deliver Career Essentials lessons and teacher training presentations on curriculum integration.
- Serving as part of the mentoring team (Leadership Team) for student State Officers and Chapter Leaders

Program Operational Management:

- Assist Chapters with managing inventory and ordering of Career Essentials.
- Serve as principle trainer for student officer participation in Career Essentials
- Continue update and manage ClassMarker software, updating and preparing District written exams
- Work with SkillsUSA Championships management team on exam updates to meet industry standards.

CONSULTANT PROPOSAL REQUIREMENTS:

- Resume and cover letter
- Summary of qualifications
- Address all aspects of the job as outlined in the Job Summary
- List the number of hours to be expended on each activity
- List products to be delivered and delivery schedule

QUALIFICATIONS:

EDUCATION:

Bachelor's degree in education, business or equivalent combination of education and credible experience required.

MINIMUM QUALIFICATIONS:

- Expertise in teaching and or training in an education setting
- Expertise in data base management
- Experience with establishing and maintaining exam inventory in ClassMarker
- Superior computer skills including; Microsoft office suite, database and spreadsheet software
- Demonstrated superior organizational skills
- Excellent interpersonal and communication skills
- Ability to work independently and set priorities
- Ability to travel; some in-state travel (day and overnight)

PREFERRED QUALIFICATIONS:

- Education and/or credible experience with non-profit management, career and technical education and SkillsUSA preferred.
- Personal qualities of integrity, work ethic, professionalism, responsibility, adaptability/flexibility and self-motivation and a commitment to and passion for the SkillsUSA Massachusetts mission.

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