



FCCLA Conference 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 school 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. Today over 220,000 members in nearly 7,000 chapters are active in a network of associations in 50 states as well as in the District of Columbia, the Virgin Islands, and Puerto Rico.

About the National Leadership Conference

Members make their mark in FCCLA at the National Leadership Conference by helping to elect the National Officers, conducting the association's business, and exploring ways to enhance their leadership skills in their families, careers, and communities.

FCCLA is seeking an individual for the conference internship at the national headquarters office May 17 – July 14, 2010. This internship is in partnership with ExxonMobil Community Summer Jobs Program and Volunteer Fairfax.

Responsibilities & Expectations

The Conference Intern will assist FCCLA's Director of Conferences and Conferences & Exhibits Coordinator in preparing for the 2010 National Leadership Conference for approximately 5,300 students and advisers in July. The Conference Intern will report to the Director of Conferences and Conferences & Exhibits Coordinator. Specific duties will include but are not limited to:

- Plan and implement display event with approximately 60 participants.
- Plan and conduct special events workshop for youth.
- Assist with career exploration tours and manage onsite logistics.
- Update Conferences section of organizational website.
- Assign meeting space and handle logistics onsite for assigned breakouts.
State meeting room assignments, general session regional seating diagram and STAR Events display diagram and onsite setup with General Services Contractor, help with meeting room checks for breakouts as assigned
- Send VIP invitations and confirm RSVP's.

Eligibility

- Applicants with various educational and work backgrounds are encouraged to apply.
- Intern must be a college student who has finished their freshman year, is currently a full-time student, and is planning to return to college full-time as undergraduates in the fall of 2010. Twelve hours is considered full-time. Any student who ends the semester with fewer than 12 hours is not eligible for the internship. **Graduate students are not eligible.**

- Intern may not be a relative of FCCLA staff or board member, relative of the Exxon Mobil Corporation or Volunteer Fairfax, or an intern who has already served as an ExxonMobil CSJP intern for FCCLA.
- Intern must be willing to live within a commutable distance of the FCCLA national headquarters office located in Reston, VA.
- The ideal candidates must possess superior organizational skills, experience planning special events, 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.

Internship Requirements ---

- Ability to travel and work onsite, June 30- July 9, at the 2010 National Leadership Conference in Chicago, Illinois.
- Internship is a full-time position working a minimum of 35 hours/week.
- Intern will be asked to complete a weekly journal of work activities.
- Intern will participate in all-staff, department, and team meetings as appropriate, in addition to regular meetings with the direct supervisor.
- Intern will complete an internship exit evaluation during their final week in the office.
- Volunteer Fairfax will conduct one training seminar on **June 23** and a service project the week of **June 14** for all interns in the ExxonMobil Community Summer Jobs Program. **Attendance is mandatory** and will be considered part of the intern's normal workday.

Compensation ---

- Intern may receive credit as approved by college university supervisor.
- A \$2,750 stipend sponsored by the ExxonMobil Community Summer Jobs Program will be paid to the intern on a bi-monthly basis.
- Please make note that this position is located in Reston, Virginia. FCCLA does not pay housing, transportation or any other living costs, but will pay all expenses for transportation, lodging, and meals for the National Leadership Conference in Chicago, IL.

How to Apply ---

- Interested persons should submit a completed application form, cover letter, and resume postmarked by March 26th via email to meetings@fcclainc.org with ExxonMobil CSJP Internship in the subject line. Please direct questions to meetings@fcclainc.org.