



Name: OPEN

Family, Career and Community Leaders of America

POSITION DESCRIPTION

I. GENERAL SUMMARY

TITLE: Competitive Events & Programs Assistant EFFECTIVE DATE: March, 2010

SUPERVISOR: Competitive Events Manager and Leadership Development Manager

DEPARTMENT: Office of Programs, Competitive Events, and Youth Trainings

Full-time Part-time Exempt Non-Exempt

DESCRIPTION: The Competitive Events & Programs Assistant provides administrative support for the director of programs, the program department and national programs and competitive events. The Competitive Events & Programs Assistant is responsible for maintaining and facilitating Program Awards, Dynamic Leadership and Power of One National Programs. Prepare minutes for the Board of Director Program Committee and department meetings. This position dedicates 50% of time to Competitive Events Manager, 25 % of time to Leadership Development Manager, and 25% of time to programmatic support, with adjustments as needed.

Level III. Salary starting at mid-30's.

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 may 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.

PRIMARY RESPONSIBILITY: Provide administrative support to Competitive Events Manager with STAR Events, SEAT, Family and Consumer Sciences Knowledge Bowl, and Contests.

PERCENT OF TIME SPENT: 40%

KEY SUPPORTING TASKS:

1. Enter evaluations of the events and compile the results.
2. Assist Competitive Events Manager with Frequently Asked Questions for STAR Events and Competitive Events; and field telephone calls about FAQ's.
3. Assist with making editorial changes to documents, and arrange for materials and supplies for SEAT and STAR Events.
4. Annually gather, update, and publish scholarship opportunities for participants, as requested.
5. Help collect and enter questions and answers for the Family and Consumer Sciences Knowledge Bowl.
6. Make edits to STAR Events National Leadership Conference Scripts for January NEC meeting.

PRIMARY RESPONSIBILITY: Support Leadership Development Manager with National Executive Council, state officers, team trainings, the Capitol Leadership Training, and Student Leadership Challenge® Activities.

PERCENT OF TIME SPENT: 25%

KEY SUPPORTING TASKS:

1. Assist with the preparation and planning of the National Executive Council August and January meetings, Capitol Leadership Training, and potential other NEC meetings throughout the year.
2. Prepare appropriate materials, research, and correspondence with the National Executive Council and State Officers.
3. Follow up with and coordinate specific responsibilities with the past national officer candidates.
4. Help edit and prepare materials for national election process prior to the arrival of the intern.
5. Maintain the National Executive Council, national election process, and Capitol Leadership Training information on the website.
6. Attend National Executive Council meetings and Capitol Leadership Trainings, as requested.
7. Assist with Student Leadership Challenge® activities, and arrange for SLPI tokens to be disseminated, as requested.

PRIMARY RESPONSIBILITY: Oversee Dynamic Leadership and Power of One recognition programs, and help facilitate the online Program Awards process.

PERCENT OF TIME SPENT: 10%

KEY SUPPORTING TASKS:

1. Review and revise materials annually for workshops and chapter mailings.
2. Assist with reports related to these projects. Compile and keep up-to-date topics of projects for future reference.
3. Enter Dynamic Leadership and Power of One names to be recognized and check accuracy.
4. Mail Certificates to all qualified Power of One and Dynamic Leadership applicants.
5. Answer questions from the field and work with Program Coordinator on recommendations for updating and changes to Dynamic Leadership and Power of One.
6. Help administer the online Program Awards process, locate and contact evaluators for the review / evaluation process of the applications, and answer questions as needed.
7. Prepare and send letters to winners and non-winners. Provide the name of winners to Director of Programs, Leadership Development Manager for scripting, Communications Coordinator for *Teen Times*, and the Program Coordinator for plaque orders.
8. Work with the Program Coordinator and Director of Programs to ensure that the process is manageable, and completed in a timely manner.

PRIMARY RESPONSIBILITY: Administer the Beth Middleton, Nasco, National Technical and Honor Society, Raye Virginia Allen, and Wiley, Inc. Leadership scholarship selection committees; announce results to internal groups, Raye Virginia Allen, The Middleton Family and Wiley, Inc.

PERCENT OF TIME SPENT: 5%

KEY SUPPORTING TASKS:

1. Keep award forms current, monitor website so that forms, deadlines, and information posted is current, and respond to inquiries.
2. Collect forms submitted for recognition and process for consideration for selection committees.
3. Send correspondence to all applicants and answer questions from award recipients regarding their participation in the National Leadership Conference.
4. Work with Communications Coordinator on announcement of winners to external groups. Process scholarship check to recipient's college/university.
5. Provide names for award recipients to the Program Coordinator.

6. Add award recipients to appropriate committees in database.
7. Assist Program Coordinator as needed with national program award process and data collection.

PRIMARY RESPONSIBILITY: Provide administrative support in preparation of National Leadership Conference, National Cluster Meetings, and the Capitol Leadership Training.

PERCENT OF TIME SPENT: 5%

KEY SUPPORTING TASKS:

1. Organize and prepare materials, coordinate program department shipping as requested, for National Leadership Conference, National Cluster Meetings, Competitive Events, and Capitol Leadership Training.
2. Handle inquiries, take phone messages, and supervise preparation for National Leadership Conference related to national programs, career explorations, and youth trainings.
3. Attend National Leadership Conference, National Cluster Meetings, Capitol Leadership, National Executive Council Meetings, and Board of Directors Meetings, as requested.

PRIMARY RESPONSIBILITY: Perform administrative support for the Programs Department.

PERCENT OF TIME SPENT: 10%

KEY SUPPORTING TASKS:

1. Organize, enter, and complete word processing assignments for the program department.
2. Search for and locate documents for revisions, check for style and accuracy. Proofread program documents, reports, and releases and submit to the author.
3. Compose letters as required, coordinate program mailings. Oversee distribution to staff and others.
4. Handle routine telephone inquiries from members, advisers, state advisers, and vendors about programs. Relay messages, as requested.
5. Arrange catering with the conferences' staff as requested for meetings, advisory groups, and committees within the department.
6. Assist with committees and other external groups as needed.
7. Maintain resource and historical files for national programs.
8. Contact couriers, federal express, and prepare packages for pick up as requested.
9. Assist with program department data collection and entry as needed.

PRIMARY RESPONSIBILITY: Provide administrative support to the Director of Programs.

PERCENT OF TIME SPENT: 5%

KEY SUPPORTING TASKS:

1. Provide word processing support, filing, photocopying, and mailing assistance. Compose letters as required.
2. Assist with annual budgeting process for the department.
3. Verify accuracy and account codes of purchase orders, check requests, travel expenses, and invoices for Department Directors' approval. Copy items and forward originals to finance.
4. Enter financial transactions into excel weekly.
5. Assist with preparation of materials for Programs Committee of the Board of Directors.
6. Prepare minutes and take minutes, as requested, for the Programs Committee of the Board of Directors.
7. Research information, make phone calls, prepare reports, make copies, update materials as requested by the Director of Programs.
8. Keep department forms updated and accessible on the j:drive or intranet, and make recommendations to Director of Programs for updating and streamlining processes.
9. Collect agenda items for department meetings, keep notes of meetings, and email recap of meeting to Director of Programs for approval and then forward approved minutes to all staff and NEC.
10. Maintain a consistent format and correspondence with Career Explorations for the department, by sending confirmation and being point of contact and updating information for conferences.