

SkillsUSA California

Job Description: Regional Coordinator

Serve as SkillsUSA California, Inc. (SkillsUSA CA) **Regional Coordinator** and on the State Advisory Committee (SAC) providing leadership training for local, regional, and state officers located in specified Region. Provide leadership and assistance to new chapter advisors, and overall regional SkillsUSA California support leading to the coordination of the regional Fall Student and Advisor Leadership Conference, SkillsUSA Regional Leadership and Skills Conference, with continued support leading to the coordination of the state SkillsUSA Leadership and Skills Conference.

These responsibilities include, but are not limited to:

- Develop and provide a Regional Work Plan to be presented at the first quarterly State Advisory Committee meeting.
- Conduct Fall Leadership advisor and student training session(s) within the Region to inform and update all advisors on SkillsUSA CA policies and procedures and basic student leadership team training for Chapter leaders.
- Promote and market SkillsUSA California within the Region to increase membership and Chapter involvement.
- Develop and distribute a Regional Leadership and Skills Conference program.
- Plan and conduct a Regional Leadership and Skills Conference to determine who within the Region qualify to advance to the State level competition.
 - a. Create a list of regional finalists qualified to advance to State competition and forward the list via e-mail to the SkillsUSA California State Director within 5 days of the conclusion of the regional competition.
- Work with State Director to verify that all Regional contestants are current SkillsUSA state and national members.
- Attend and participate in **all** SkillsUSA California statewide advisory committee and other scheduled meetings.
- Submit Regional financial reports covering annual activities, description of expenditures, and annual budget (income, expenses and balances) before June 8, 2018.
- Other duties as assigned.

Contractor is not an employee of the California Association of SkillsUSA, Inc.

Qualifications:

- Knowledge and experience of SkillsUSA operations, policies and guidelines.
- Excellent communication and organizational skills.
- Ability to lead groups, develop budgets, and establish goals and timelines for project implementation.
- 2 Years of active SkillsUSA membership, preferred.
- Active or retired Skills Chapter Advisor, preferred.

Service Agreement Terms:

- Service agreement will be offered for the period covering July through June, pending Board approval.
- SkillsUSA CA shall pay the Contractor a sum of money not to exceed \$3,500 for services rendered.
- Reimbursement provided for pre-approved SkillsUSA travel required to attend and participate in meetings and activities.
- Payments shall be made in accordance with established SkillsUSA CA payment schedules, and is contingent upon the Contractor submitting a detailed invoice to the SkillsUSA CA Board Treasurer for services rendered.

Application Process:

Submit the following information via email to Clay Mitchell, SkillsUSA California State Director, cmitchel@cde.ca.gov by the posted closing date:

- Letter of interest describing your qualifications for the position
- Current resume
- Three (3) references
- Two (2) nomination letters from advisors within the Region that you are applying for
- Copy of this flier with application materials