



POSITION ANNOUNCEMENT

Regional Manager Operations and Communication

ORGANIZATIONAL OVERVIEW

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA empowers its members to become world-class workers, leaders, and responsible American citizens. SkillsUSA improves the quality of our nation's future skilled workforce through the development of Framework skills that include personal, workplace, and technical skills grounded in academics. SkillsUSA California serves more than 40,000 students and instructors annually with substantial growth expected within the next five years. We are working to increase the capacity of the organization to better serve our members. In 2021-2022 we will identify and contract with one (1) individual for this Board approved positions:

- One (1) contracted staff to serve Regions 3 & 6

CONTRACT OUTCOMES

The primary responsibilities of this contracted position are:

Business and Industry

- Develop regional business and industry partnerships and contacts that will provide judges, resources, and support for both regional and state events

Collaboration

- Serve as a member of statewide conference management team
- Work collaboratively with State Executive Director to manage regional conference development and operations through business and education partnerships
- Work collaboratively with other Regional Managers to support operations of all regional events

Regional Chapter Support

- Foster new relationships and build on existing relationships with school administrators and teachers to ensure success for local SkillsUSA California chapters
- Attend and participate in regional, state, and national meetings and training sessions to align regional work with state and national SkillsUSA programs
- Develop regional program of work
- Assist SkillsUSA chapters with developing their Career Essentials Suite curriculum and assessment implementation plan
- Provide continuous communication, guidance, and support to administrators and SkillsUSA California chapter advisors

MINIMUM EDUCATION, LICENSE, and EXPERIENCE

A successful candidate for the position would possess:

- A bachelors degree and/or 2 years of business/industry experience
- Experience working with or in career technical education at the middle school, high school, or college postsecondary level
- Ability to develop collaborative relationships with key business and industry stakeholders
- Understanding of career and technical student organizations (CTSOs)

ESSENTIAL FUNCTIONS OF THE CONTRACTOR

- Work cooperatively with the SkillsUSA State Executive Director and Conference Coordinating Team members to fulfill the duties of the contract
- Develop a communication system for maintaining regular contact with key regional and state level business and education stakeholders
- Implement local, district, and regional strategies for the continued and sustainable growth of SkillsUSA California

- Create and implement workshop strategies using SkillsUSA's current educational resources for the purpose of increasing SkillsUSA California membership and participation at the local, regional, and state level
- Work in tandem with SkillsUSA regional, state, and national staff, as well as key local school administrators and teachers to build SkillsUSA California membership and participation
- Serve as regional conference manager for two assigned regions
- Provide support at all SkillsUSA California conferences and events, as assigned
- Provide written reports on activities and accomplishments monthly

OTHER CONSIDERATIONS

- Extensive travel required for this position (paid by SkillsUSA California)
- Maintain flexible working hours, working evenings and weekends as needed
 - Expectation of 6-8 hours of time on task per day, per week
- Strong communication and computer skills
- Ability to develop and manage budgets
- Other duties as assigned by the SkillsUSA California Executive Director

CONTRACT ADMINISTRATOR: SkillsUSA California State Executive Director

COMPENSATION: Up to \$50,000 annually.

* This position is contingent upon external funding. Successful candidate is not an employee of the SkillsUSA California organization.

Interested applicants should submit a letter of intent, qualifications, and résumé by June 30, 2021 to:

Clay Mitchell, State Executive Director
SkillsUSA California
clay.mitchell@skillsusaca.org