



## **Florida FCCLA State Positions**

The Florida FCCLA Board of Directors are currently in search of three positions to assist with the development of student leaders and the operations of the state office. These positions are for a state director position, a operations manager position and a state officer coordinator position. Please apply at the links following each position. Please upload two letters of reference and your resume.

### **FL FCCLA State Director, Part-Time Yearly Position**

Contract Position- \$20,000-\$25,000 depending on experience with a bonus possibility

- Direct the work of the Association
- Advise the Board of Directors and SEC on matters of policy
- Keep permanent records of local, district and state proceedings
- Serve as a non-voting ex-officio member of all committees
- Assist the District Advisers and state officers in conducting the work of the association.
- Oversee and work with SLC Event Coordinator and State Officer Coordinator
- Assume major responsibilities for meetings of the Association
- Prepare informational materials as necessary
- Maintain and promote membership
- Oversee the planning of the organization's annual budget and present for board approval
- Manage and have knowledge of the financial status of the organization
- Provide a quarterly budget report by line, including allocated and actual spending to the Board of Directors
- Shall create, sign and submit the annual RFA, all quarterly grant deliverables and documentation in a timely manner to the FL DOE
- Coordinate public relations and business partnerships
- Maintain effective communication and interaction with teachers and students
- Coordinate student officers and State Executive Council activities
- Conduct SEC leadership trainings

- Secure the location and sign all hotel/event contracts for Winter Council, Script Writing, SLC, Summer Council and NLC.
- Attend and conduct Winter Council, Script Writing, SLC, Summer Council and NLC.
- Function as a liaison between the state and national associations
- Affiliate the state organization with the national association
- Disseminate state and national updates in a timely manner
- Attend State Adviser meetings at NLC
- Represent Florida FCCLA at all FLDOE meetings.

### **Job Qualifications:**

- Strong time management, organizational and communication skills
- Knowledge about business management, financial management and supervision skills
- Works successfully alone or in teams; manage multiple tasks, meet established timelines
- Willing to travel and work some nights and weekends; as needed
- Willing to work with teachers, students, co-workers and the Board of Directors
- Skills to work with corporate sponsors
- Registered solicitor in the State of Florida preferred
- Knowledge of FCCLA and Family and Consumer Sciences preferred
- Must pass Level 2 fingerprinting and background screening

Please [click here](#) to apply for the FL FCCLA STATE ADVISOR POSITION.

### **FCCLA Operations Manager, Part-Time Yearly Position**

Contract Position- \$15,000 with a bonus possibility

- Manage correspondence and phone calls of day to day functions
- Assist in the planning of the organization's annual budget
- Oversee the expenditures of the organization
- Receipt all funds received by the organization
- Maintain accurate and up-to-date budget reports
- Maintain records of all documentation
- Serve as a non-voting ex-officio member of BOD Finance Committee
- Assist in creating the annual RFA submitted to the FL DOE
- Gather evidences of grant deliverables to be submitted quarterly, in a timely manner, to the State Director
- Assist at SEC Trainings as needed

- Assist in SLC planning and registration
- Attend SLC Pre-Conference and SLC to facilitate operations
- Collaborate with and provide support for annual fundraising efforts.
- Oversee and delegate work to SLC Student Intern

### **Job Qualifications:**

- Strong time management, organizational and communication skills
- Knowledge of financial management, including creating a budget, monitoring revenue and expenditures
- Works successfully alone or in teams; manage multiple tasks within established timelines
- Willing to travel and work some nights and weekends; as needed
- Willing to work with teachers, students, co-workers and the Board of Directors
- Knowledge of Quickbooks preferred
- Knowledge of FCCLA and Family and Consumer Sciences preferred
- Must pass Level 2 fingerprinting and background screening

Please [click here](#) to apply for the FL FCCLA Operations Manager position.

### **FCCLA State Officer Coordinator**

Stipend Position- \$1500 annually

- Attends all state sponsored SEC events and NLC as the SEC chaperone
- Travel will be provided per the allotted expense grid
- Work within a budget to meet goals
- Serve as a non-voting ex-officio member of Student Leadership Committee
- Assist SEC with needs at state sponsored events-including providing breakfast/lunch and making sure they eat dinner, are dressed appropriately, get enough rest, etc...
- Monitor SEC personal media accounts as well as the state accounts, pre-approval on posts to state accounts.

### **Job Qualifications:**

- Work successfully with middle and high school students
- Position responsibilities should take precedence over other FCCLA responsibilities
- Willing to travel and work nights and weekends

- Willing to work with teachers, students, FCCLA staff and the Board of Directors
- Knowledge of FCCLA and Family and Consumer Sciences required
- Must pass Level 2 fingerprinting and background screening

Please [click here](#) to apply for the FL FCCLA State Officer Coordinator position.