



# POSITION ANNOUNCEMENT

## SENIOR COORDINATOR TRAINING AND DEVELOPMENT

### 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 Illinois serves more than 6,000 Illinois students and instructors annually with substantial growth expected within the next three years.

### POSITION SUMMARY

The primary responsibility of this position is to foster new relationships and build on existing relationships with school administrators and teachers while improving the capacity for success among local SkillsUSA Illinois chapters. This will include training and developing implementation plans of SkillsUSA programs and curriculum in local chapters, along with providing continuous support. Along with developing relationships with key partners in the state as well as in the state department of education and business and industry.

### MINIMUM EDUCATION, LICENSE, OR EXPERIENCE REQUIREMENTS

This position requires previous experience in the education field; prior SkillsUSA knowledge/experiences, career and technical education (CTE) experience, and/or career and technical student organizations (CTSOs) is a plus. A successful applicant must have demonstrated accomplishment in fostering productive relationships with key stakeholders that have translated into successful program acceptance and implementation.

This position requires a creative, self-motivated, detail and task oriented individual, who works independently and well under pressure, and possesses the ability to handle and prioritize multiple tasks while maintaining flexibility and showing initiative. A strong motivation for teamwork and administrative detail is required. This position is responsible to interact with both internal and external customers and possess excellent verbal and written communication and interpersonal skills. Candidates should also have strong facilitation skills/background. Must be proficient with a PC or MAC computer and the Microsoft Office Suite. Additional software knowledge a plus.

### ESSENTIAL FUNCTIONS OF THE JOB

- Develop a communication system for maintaining regular contact with key stakeholders.
- Implement local, district, and regional strategies for the growth of SkillsUSA Illinois.
- Cultivate key partnerships to build relationships with a wide range of stakeholders.
- Create and implement workshop strategies using SkillsUSA's current educational resources for the purpose of increasing SkillsUSA Illinois' membership and participation at the local, regional, and state level.
- Report on activities and accomplishments as well as project success.
- Work in tandem with state board of education, as well as key local school administrators and teachers to build SkillsUSA Illinois membership and participation.
- Provide support at all SkillsUSA Illinois conferences and events, as assigned.

**OTHER JOB DUTIES**

- Extensive travel required with this position.
- Maintain flexible working hours, working evenings and weekends as needed.
- Strong computer skills.
- Understanding of fiscal responsibility.
- Other duties as assigned by the Executive Director/Immediate Supervisor.

**IMMEDIATE SUPERVISOR:** Director of Education and Assessment, SkillsUSA Illinois

**SUPERVISORY AUTHORITY:** As assigned by the Executive Director/Immediate Supervisor

**COMPENSATION:** Minimum \$30,000 with additional consideration given to experience

\* This full-time, grant-funded position is contingent upon external funding.

**Interested applicants should submit a letter of intent and résumé to:**

Eric Hill  
Executive Director  
careers@SkillsUSAIllinois.org

SkillsUSA Illinois, Inc. is an equal opportunity employer. We believe every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. We are committed to providing equal employment opportunity to all employees and applicants without regard to race, color, religion, gender, national origin, age, disability, ancestry, creed, marital status, sexual orientation, or Veteran or military status, genetic information or any other basis prohibited by local, state or federal law in the relevant jurisdiction. This policy applies to all terms and conditions of employment including, but not limited to employment, advancement, assignment and training.