



# POSITION ANNOUNCEMENT

## DIRECTOR OFFICE OF THE CHAMPIONSHIPS

### ORGANIZATIONAL OVERVIEW

SkillsUSA is America's proud champion of the skilled trades. Our mission is to empower students to become skilled professionals, career-ready leaders, and responsible community members. In collaboration with the Youth Workforce Development Foundation, SkillsUSA Illinois is dedicated to fostering partnerships that support this mission and create a skilled and prosperous workforce. SkillsUSA Illinois serves more than 10,000 Illinois students and instructors annually with substantial growth expected within the next three years.

### POSITION SUMMARY

This position is primarily responsible for leading the planning, coordination, and promotion of The Championships: Illinois' Elite Career Competitions, a program that showcases the best career and technical education students. The program begins at the local chapter career competitions, who advance to regional level career competitions, and the best of the best advance to the state level competition. This position also serves as a liaison and visionary to SkillsUSA Illinois local advisors, competitions by supporting and guiding association leadership in growing and developing competitive events and activities from the regional level up.

### MINIMUM EDUCATION, LICENSE, OR EXPERIENCE REQUIREMENTS

Must possess excellent interpersonal skills, writing skills, the ability to communicate persuasively and amiably with prospective key stakeholders including business partners, chapter advisors, and volunteers. The ideal candidate must possess excellent project management and organizational skills. A positive record of experience managing large special events is preferred which should include management of a volunteer network. Ideally, the successful candidate has management experience with the career competitions at the national and/or state levels. Bachelor's degree or relevant work experience required.

### ESSENTIAL FUNCTIONS OF THE JOB

*As part of the organization's leadership team, manage vision, development, and implementation of programs in accordance with the mission and goals of the organization around career competitions.*

- Manage The Championships: Illinois Elite Career Competitions at both the regional and state levels to ensure relevancy, depth, accuracy, and delivery.
- Leads communication efforts regarding The Championships as well as the introduction of new competitions, provides guidelines, annually surveys for new competition interest and support and publishes any changes in competition regulations.
- Leads the expansion of professional development opportunities for chapter advisors around the career competitions of The Championships.
- Provides accurate timelines and content for customer service.
- Secures technical committee needs to conduct Championships and collaborates with the Office of Business Partnerships to identify partnerships and provide appropriate recognition for support.
- Manages technical committee system ensuring competitions are current with industry standards. Serves as a liaison to the executive leadership and state technical committees in the interpretation of rules and regulations affecting the competitions.
- Leads efforts to onboard new technical committee chairpersons.
- Serves as the career competition lead of The Championships steering committee to conduct conference work such as the establishment of the exhibit floor lay out.

- Manages electrical, dispatch, dock specifications, bids and specifications for rental equipment, storage space, scoring, electrical and A/V needs.
- Oversees warehouse space and inventory management system.
- Responsible for overseeing the selection process and recognition of the competition winners, handling any grievances associated with the competitions and distribution of competition results.
- Leads the establishment of expectations, compensation and implementation of the state competition advancement program.
- Manages volunteer network that equips individuals with training including safety guidelines.
- Manages key stakeholder relationship regarding implementation of The Championships; examples include the teamsters and union personnel.

#### **OTHER JOB DUTIES**

- Required to attend SkillsUSA Illinois major events with partners in attendance.
  - Advisor Development Conference (September) – 2 days, as needed.
  - L.E.A.D. (November) – 4-5 days, as needed.
  - State Qualifying Conferences (February) – 3-6 days, separated
  - The Championships: *Illinois Elite Career Competitions* (April) – 6-10 days
  - National Leadership & Skills Conference (June) – 8 days, on rotation, as needed
- Additional travel as needed to plan and meet programmatic objectives.
- Edit/proofread departmental publications.
- In conjunction with staff, set and maintain a work schedule.
  - Allow for flexible working hours, working evenings and weekends as needed, based on office schedule, meetings, and events.
- Other duties as assigned by the Executive Director/Immediate Supervisor.

**WORK LOCATION:** Headquarters Office (Pekin, Illinois)  
*Remote work for Illinois residents may be considered for this position.*

**IMMEDIATE SUPERVISOR:** Associate Executive Director

**SUPERVISORY AUTHORITY:** Office of The Championships staff  
 Related Contractors, Consultants and Volunteers  
 Others as assigned by the Executive Director/Immediate Supervisor

**COMPENSATION:** Annual salary range of \$55,000 - \$65,000.  
 SkillsUSA Illinois current employment benefits:

- Health Insurance Plans
- Retirement Plan with 3% contribution of salary match.

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

<http://bit.ly/skillsusail-apply>

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.