



POSITION ANNOUNCEMENT

DIRECTOR MEMBER ENGAGEMENT

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 students and instructors annually with substantial growth expected within the next three years.

POSITION SUMMARY

This position will be responsible for developing, implementing, and evaluating mission-related programming for customers with a special focus on legacy SkillsUSA programming. This role will provide overall leadership around engaging members through programs, membership initiatives, and trainings that meet organizational goals. Creating a vision, developing timelines and communication plans, and meeting customer needs through relationship building will be key aspects of this position.

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 professional members of chapters and business partners. The ideal candidate must possess excellent project management and organizational skills. This position requires self-motivation, attention to detail and the ability to work independently, collaboratively and under pressure. A strong motivation for teamwork, a desire to problem solve to ensure a high level of customer satisfaction as well as and administrative detail is required. A positive record of experience managing large special events is preferred, which should include management of a volunteer network.

High school diploma required. Some advanced education preferred. College degree a plus. Two to four years of related experience is preferred. Must be proficient with computer skills (Apple), Google applications and Microsoft Office software, especially Excel. Must also demonstrate a willingness to learn how to operate features of internal software systems.

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 member engagement.

- Co-manage all SkillsUSA Illinois educational programs and events.
- Lead and co-coordinate SkillsUSA Illinois' flagship career competitions, the Championships.
- Increase participation in chapter/member engagement and recognition programs.
- Develop and cultivate a regional-based approach for programming and professional development.
- Collaborate with external organizations and partners to leverage opportunities for members.
- Serve as the main point of contact for state advisors and program/event partners/stakeholders.
- Develop and manage registration processes for all SkillsUSA Illinois events.
- Onboard new schools by creating and implementing strategies using educational resources.
- Ensure communication and materials are provided to stakeholders and followed up on to ensure these were received and questions are answered.
- Facilitate workshops and seminars for all stakeholders as needed.
- Format information for internal and external communication – emails, presentations, reports.
- Plan, manage, conduct, and evaluate the state officer development program in conjunction with internal staff and possible consultants/volunteers.
- Develop state officer team moral and culture throughout their year of service through communication, programming and development/training initiatives.

OTHER JOB DUTIES

- Required to attend SkillsUSA Illinois major events:
 - Advisor Development Conference (September) – 2 days
 - L.E.A.D. (November) – 4-5 days
 - State Qualifying Conferences (February) – 3-6 days, separated
 - Illinois ACTE Annual Conference (February) – 3 days
 - State Leadership and Skills Conference (April) – 6-10 days
- Additional travel as needed to plan and meet programmatic objectives.
- In conjunction with staff, set and maintain a working 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 employment will be considered for this role.

IMMEDIATE SUPERVISOR: Executive Director/Associate Executive Director

SUPERVISORY AUTHORITY: Program Coordinator, Member Engagement
Conference Consultants and Volunteers
Others as assigned by the Executive Director/Immediate Supervisor

COMPENSATION: Full-time, salary (\$55,000-\$65,000). Commensurate with experience.
SkillsUSA Illinois currently does not offer employment benefits.

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.