



JOB POSTING

Title: State Adviser Assistant
Supervisor: State Adviser
Job Status: Part-Time; Non-Exempt
Location: Temporarily Remote & Will Transition to In-Person in the Fall; Some Travel Required
Closing Date: 06/27/2021 11:59 PM

Primary Purpose

The State Adviser Assistant provides leadership and organization in the day-to-day operations of Arizona FCCLA. This individual should have excellent verbal and written communication skills; be organized; detail oriented; and eager to lead a nonprofit organization forward under the direction of the State Adviser. The incumbent will be expected to work up to twenty-four (24) hours per week.

Responsibilities & Duties

- Provide administrative assistance in the managing of registration before, during and after conferences and events.
- Aid in the planning and implementation of conferences activities including, but not limited to, workshops, post-conference activities, etc.
- Aid the State Adviser in securing lodging and travel for contracted attendees, staff, and the State Executive Council.
- Update and maintain the Arizona FCCLA website.
- Invoice chapters, outside of automated processes, as directed by the State Adviser.
- Work in cooperation with Conference Staff to plan the annual State Leadership Conference.

Qualifications

- High school diploma, GED or equivalent.
- Knowledge of the Office 365 suite of products, including but not limited to: Outlook, Word, Excel, and PowerPoint.
- Obtain and maintain a valid Arizona Identity Verified Prints (IVP) Fingerprint Clearance Card (AZ IVP FPCC) no later than 60 days after start date.
- Background in FCCLA is preferred, but not required.

Working Conditions

- The selected individual will work remotely and will be given access to the Office 365 web-based suite. Incumbent is responsible for providing their own electronic device (laptop/computer) to work on.
- Travel will be required at times with pre-determined expenses paid and/or reimbursed by the organization.

Apply

Interested applicants should email a cover letter, resume, and three (3) professional references to careers@azfccla.org with "State Adviser Assistant Application" in the subject line. Please note, Arizona FCCLA will communicate with all applicants on the status of their application; please do not call our office to confirm receipt of your application.

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ARIZONA

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