



JOB POSTING

Title: Youth Leadership Coordinator
Supervisor: State Adviser
Job Status: Part-Time; Non-Exempt
Location: Remote; Some Travel Required
Closing Date: 06/27/2021 11:59 PM

Primary Purpose

The Youth Leadership Coordinator provides leadership and oversight of the State Executive Council with guidance from the State Adviser. This individual is responsible for trainings and implementation of programs and activities related to the organizations elected youth leaders. The incumbent will be expected to work up to eight (8) hours per week.

Responsibilities & Duties

- Assist in the training, coaching and management of the State Executive Council at the organization's trainings, conferences and events.
- Lead the planning and implementation of the schedules and events related to, and involving, the State Executive Council.
- Coordinate the Arizona FCCLA Expo held at the annual State Leadership Conference by fostering current and new relationships with organizational partners.
- Lead the planning and implementation of the State Executive Council election process.
- Oversee the activities, with direction from the State Adviser, of the State Leadership Training Team.

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 "Youth Leadership Coordinator 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.

FCCLA[®]

ARIZONA

Arizona Family, Career and Community Leaders of America, Inc. does not discriminate in employment on the basis of race, color, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. Arizona FCCLA values and celebrates diversity and inclusion as it promotes greater collaboration and innovation leading to enhanced opportunities for the organization's stakeholders. Arizona FCCLA is proud to be an Equal Employment Opportunity (EEO) Employer.