



**Delaware SkillsUSA** is seeking candidates who would like to serve in the following paid **contract positions( last updated March 2022)**.

Skills USA Mission:

SkillsUSA empowers its members to become world-class workers, leaders and responsible American Citizens. We improve the quality of our nation's future skilled workforce through the development of SkillsUSA Framework skills that include personal, workplace and technical skills grounded in academics. Our vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.

Delaware SkillsUSA is looking for highly motivated individuals who are willing to redefine how we can fulfill the mission of the national organization while under the leadership of Delaware Department of Education.

Please contact **Andrea Keen** [andrea.keen@doe.k12.de.us](mailto:andrea.keen@doe.k12.de.us) for interest

#### **Program Coordinator**

- Work collaboratively with the Delaware SkillsUSA Director and Assistant Director to accomplish the following;
  - State Officer Continuum training;
  - DE SkillsUSA Chapter Officer Leadership Training
  - Organize and manage local and state SkillsUSA Competitions and convention;
  - Organize preparation for the National SkillsUSA Convention
  - Creating awards ceremony scripts and presentation
  - Review and propose website and social media updates
- Facilitate work plan completion and Community Service project participation
- Populate and manage DLG competition registration site for:
  - Skilled and Technical Contests
  - Occupationally Related Contest
  - Leadership Contests
- Attend and assist in facilitating scheduled State Officer meetings

Support DE SkillsUSA Director and Assistant Director of Officer Coordination Duties may include travel, supervision, and overnight student supervision Other duties as needed

Should you be interested, send a resume and cover letter to Andrea Keen as a pdf file by close of business on **Friday, June 29, 2022** to [andrea.keen@doe.k12.de.us](mailto:andrea.keen@doe.k12.de.us). Feel free to share this posting with anyone whom you know that may be interested in applying. Should you have any questions, feel free to contact Andrea Keen via email.