



Delaware SkillsUSA is seeking candidates who would like to serve in the following paid **contract positions**.

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 for interest.

Assistant Director

Scope:

- Program management;
- Recruitment and coordination of faculty members and industry volunteers to provide event judging and workshop offerings;
- Marketing and communications strategy to recruit DE SkillsUSA members;
- Communications strategy to promote success of DE SkillsUSA activities, advisors, and members;
- Manage the State SkillsUSA Officer Team;
- Participate in apprenticeship opportunities and scholarship opportunities for DE SkillsUSA

Operations:

- Work with State of Delaware vendor to update and further develop the DE SkillsUSA website;
- Promote DE SkillsUSA and be a resource to advisors and students;
- Work collaboratively with DE SkillsUSA Director to advise state officers and support of the DE SkillsUSA program of work;
- Work collaboratively with the DE SkillsUSA Director to advise chapter advisors and local members;
- Cooperatively manage the State Officer Continuum training program with Delaware CTE Office and National SkillsUSA.
- Cooperatively manage DE SkillsUSA Chapter Officer Leadership Training;
- Cooperatively organize and manage State SkillsUSA occupationally related Contest Competitions and convention with Delaware SkillsUSA leadership team;
- Manage post SkillsUSA activities such as press releases, conference evaluations, and thank you letters to judges;
- Works collaboratively with State Director to select and support state officers with program of work development and implementation;
- Organize preparation for the National SkillsUSA Convention

Should you be interested, send a resume and cover letter to Andrea Keen as a pdf file by close of business on **September 30, 2023** to 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.