



**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](mailto:andrea.keen@doe.k12.de.us) for interest

#### **Contest Coordinator**

- Work collaboratively with the Delaware SkillsUSA Director and Assistant Director to accomplish the following;
  - Organize and manage local and state SkillsUSA Competitions and expo;
    - Organizing volunteers and industry relevant judges for events
    - Organizing content specific/industry relevant event chairs when necessary
    - Recommending and organizing PD and workshops
    - Onsite facilitation and troubleshooting competitions
  - Organize preparation for the National SkillsUSA Convention
  - Review and propose website and social media updates
  - Assist with planning closing ceremonies
- Facilitate work plan completion and Community Service project participation
- Assist in building SkillsUSA registration and scoring database for:
  - Skilled and Technical Contests
  - Occupationally Related Contest
  - Leadership Contests
- Attend and assist in facilitating scheduled leadership meetings.

Support DE SkillsUSA Director and Assistant Director of Officer Coordination Duties may include travel, supervision, and overnight student supervision. Work hours will includes evenings and weekends. 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 **September 30, 2024** 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.