

Position: Advisor and Competition Support Coordinator

Washington DECA is seeking an individual to oversee training, development, and mentoring of DECA Advisors across Washington. This individual must have a personal connection to the organization's mission and be passionate about DECA.

Washington DECA has over 13,000 members in 170 chapters across Washington State. It is the third largest chartered association in the international organization.

Overview: The Advisor and Competition Support Coordinator is a valued staff member essential to serving Washington DECA's advisors with their training and development.

Key Responsibilities:

- Design and update the annual Washington DECA Advisor Guide.
- Market Advisor Development program to new and experienced advisors.
- Develop and execute the curriculum and marketing materials for the Advisor In-service(s) in September and in the follow up workshops at the Fall Leadership Conference in late October/early November and ongoing, as needed.
- Maintain consistent communication with first/second year advisors to guide them through the entire school year.
- Generate content for the weekly advisor email.
- Continue to enhance the "Welcome to DECA" tool kit for new advisors.
- Continue to stay current with both DECA Inc. and Washington DECA competitive events and policies and procedures to support new and experienced advisors.
- Assess current needs of advisors to determine the types of training and videos that should be provided each year.
- As the opportunity arises, present at WE-BAM workshops/conferences.
- Communicate trends and challenges happening at the advisor level with WA DECA staff.
- Support staff on competition and conference preparation.
- Work with Executive Director in targeting and developing new DECA chapters.

Skills/Qualifications:

- A bold leader with excellent communication skills who can be a significant and active contributor to the Washington DECA team and organization.
- Ability to speak publicly on behalf of the organization.
- DECA Advisor experience is required.
- Excellent organizational, communication, and time management skills.
- Proficient in Microsoft Office Professional suite programs, social media, and video recording and editing software.
- The ideal candidate must be production oriented, organized, and able to work in a team environment, and able to juggle multiple priorities independently and proactively.

Position Details:

Hours vary from 25-40 hours per week. Position is scalable depending on agreement between management and new employee.

Benefits included with 32+ hours including medical, dental, vision, sick leave, paid holidays, and disability.

Remote work except for classroom visits and required conferences (Fall Leadership Conference and State Career Development Conference)

Salary: DOE

Timeline:

Position Posted: June 8, 2023

Application Deadline: June 23, 2023

Position begins: August 14, 2023

Application Procedures:

Washington DECA is an Equal Opportunity Employer that values diversity in all areas of its operations. Send letter of intent, resume, and contact information for three professional references to:

Lori Hairston
Executive Director
206.285.1195
lori@wadeca.org