

Iowa Association of
Family, Career and Community Leaders of America
Part-time Position Opening
State Leadership Conference Coordinator

DATE: August 20, 2010

DEADLINE: **September 15, 2010**

Primary responsibility will be to plan, coordinate, supervise, and evaluate all activities related to the state leadership conference. This position reports to the FCCLA Board of Directors and will work cooperatively with the state adviser, state staff, and the FCCLA State Executive Council.

Specific responsibilities include developing a timeline of conference related tasks and deadlines, coordinating pre-conference tele-conferences, communicating with all state conference presenters and vendors, and advertising the state conference through the state FCCLA website.

Candidate must be highly motivated, a self-starter, mission-driven, and a strong leader possessing experience working with youth. This individual must be comfortable building relationships with students as well as community individuals and business representatives who may assist in producing the State Leadership Conference.

This is a contract position for fiscal year September 1 – August 31, 2010.

COMPENSATION: **\$1,500 per contract year**

APPLICATION PROCESS: **Submit resume, cover letter, and 3 references to Betsy Ratashak, Iowa FCCLA Board of Directors, ratashakb@gilbert.k12.ia.us**