SkillsUSA Montana State Director

The SkillsUSA Montana organization is seeking an energetic and committed individual for an independent contract position as State Director of SkillsUSA Montana. This individual should possess organizational, communication, project management, fiscal management knowledge and operational organization as well as be resourceful and able to generate funding from Industry and grants. The primary responsibilities of this position are to effectively implement statewide SkillsUSA programs, and manage and advise state SkillsUSA advisors. It is critical this person carry out all duties in alignment with the SkillsUSA mission. This position is responsible for carrying out the business and activities of the SkillsUSA Montana state organization under the authority of the Board of Directors, with over-site supervision from the Career and Technical Education (CTE) and Career and Technical Student Organization (CTSO) Program Supervisor, also known as the SkillsUSA State Advisor, at the Office of Public Instruction (OPI).

POSITION FUNCTIONS:
1) SkillsUSA Montana Board of Directors: Schedule meetings, prepare agendas and letters, capture minutes, and maintain the official records of the organization. Assist with the management of the state organization’s financial records and help prepare them for review and/or audit. Prepare and present both written and verbal status, activity and business reports to the Board of Directors at all quarterly meetings and upon occasions outside of the quarterly meeting when required. Maintain communication with the Board on all pertinent matters regarding the operation of the SkillsUSA Montana association. Keep vigil on the operation of the Board according to the Mission and Vision Statement, Strategic Plan, and Bylaws. Work with Board Officers and State Advisor on Board membership, committees, and overall operation of the State association.

2) SkillsUSA Montana Regional business: Assist regional Board Members to ensure establishment, maintenance, and execution of quality programs in each of the five regions across Montana. Communicate and distribute membership information to help facilitate further growth with membership, chapters, and industry partners/sponsors in each region. Attend and participate in Regional Leadership and/or Technical Events.

3) Membership: Actively recruit new members, support, coordinate and facilitate establishment of new chapters throughout the state. Manage all correspondence and maintain membership information from National SkillsUSA. Provide updated membership information to regional Board members. Provide timely response to inquiries regarding membership.

4) State Officer Team: Oversee and assist the State Officer Advisor with planning and coordinating all aspects of State officer team training sessions (location procurement, logistics, agenda, curriculum, presenters, and related correspondence and financials). Provide leadership, oversight, and advisement of teams and their advisors. Attend and participate in all officer meetings and assist with their committees and events as needed.

5) Fall Leadership Conference: Responsible for planning and executing Fall Leadership Conference, working with state officer team, Board of Directors committee, and local industry support on the agenda and overall conference plan. Oversee and execute registration and manage correspondence with chapter advisors and membership. Plan entire conference including: budget; soliciting industry sponsors; obtaining grant funding; determine workshop topics; utilize SkillsUSA resources and curriculum; coordinate industry representatives to work with state officers in workshop teaching and delivery; work with conference venue to secure room locations, food, beverages, technical support, and other items as needed; research conference keynote speakers for appropriate message and cost that fits conference budget; arrange media coverage; advertise on all SkillsUSA Montana social media sites; maintain membership communication; secure supplies and equipment; prepare event program; order and deliver SkillsUSA promotional and leadership resources for chapter advisors; and handle all other aspects of the conference that may arise.

6) State Leadership & Skills Conference: Responsible for planning and executing State Leadership and Skills Conference, working with state officers and the local coordinating committee at the host site on the agenda and overall conference plan. Oversee and execute registration and contest result processes (including hired, contracted, or volunteer personnel); manage correspondence; operate within the established budget; coordinate hospitality requirements; prepare and distribute promotional material and event program to all participants; arrange speakers and workshop presenters; assist state officer team in planning special student activities, coordinating Opening and Closing Ceremonies, and arranging all Delegate sessions. Regarding the student leadership contests, coordinate and secure all specific supplies and equipment for each contest, recruit and train contest chairs and judges, providing them with objective scoring mechanisms and a list of contestants. Seek grants and industry sponsorship to pay for or donate contest materials and event food and entertainment activities. Obtain and manage inventory of contest prizes, education scholarships, and industry gifts, sponsorships, and scholarships. Train and work

Reviewed January 2022
with national SkillsUSA office on utilizing national CMS software program for registration, contest sign-up, testing, and scoring resources for contests. Facilitate and organize all conference special recognitions and award for students, advisors, administrators, and industry. Work with local media for advertising and news coverage. Maintain open communication with all of state membership of any conference changes, updates, and news.

7) **National Conference:** Manage registration and lodging arrangements for Montana Delegation to attend the SkillsUSA National Leadership and Skills Conference. Prepare and provide a conference informational packet for participants including agenda and materials for delegation prior to arrival at conference. Assist State officer team with any National conference activities they will attend. Plan and implement orientation meeting and awards activity for delegation during the conference. Attend and participate in all State Directors and Corporation Meetings before, during, and after the National conference. Work with industry that offers any sponsorship of SLSC winners to attend the National conference.

8) **Other Meetings:** Attend and participate in coordinating meetings of Career & Technical Student Organizations. Consistently meet with the CTE program supervisor at OPI. Attend and participate in MT-ACTE, and OPI meetings or conferences. Attend other organization meetings as needed throughout the year. These may include attending and planning SkillsUSA representation at legislative sessions and related OPI functions.

9) **Industry Contacts:** Maintain established and initiate new contacts with business and industry partners to obtain financial, volunteer and advisory support. Report outreach efforts to the Board of Directors.

10) **Financial Management:** In alignment with professional accounting practices, work with the Bookkeeper to prepare and present annual state budget for the Board of Director’s approval. Annual Budget will include reporting of incomes and expenses in a column adjacent to the Budgeted Year. Execute the approved budget and work with Bookkeeper to maintain accurate detailed expense reports. Detailed expense reports must include dates, check numbers, receiving parties, receipt and deposit of all income, all expenditures, including loan payments, and payment of regular bills of the organization. Work and communicate with Bookkeeper for monthly travel expenses, keeping accurate records of all mileage/food/lodging receipts. Maintain all office management of supplies and materials, alerting Bookkeeper of all operating expenses and purchases as well as incoming funds from grants or industry partnerships.

11) **Industry Partnerships:** Seek and obtain skilled trades partners with industry. Develop and maintain positive relationships with a variety of private businesses and their representatives. Keep networking and communications open and ongoing for the purpose of helping them narrow the skills gap. Present opportunities for funding, donations, sponsorships, scholarships, hiring of student membership, and connection to SkillsUSA Montana state advisors, their classrooms, advisory committees and/or curriculum development.

12) **Website, Social Media and Friday Flash Management:** Work with assistant and State Officer Team to manage and maintain SkillsUSA Montana website and social media sites (Instagram, TikTok, Facebook, and LinkedIn). Work with industry sponsors and partners to ensure proper recognition, including the usage of appropriate hashtags and logos. Responsible for obtaining and distributing the national SkillsUSA Friday Flash to membership and adding any state news pertinent to membership.

13) **SkillsUSA Staff:** Hire and/or oversee office staff and support including Director Assistant, Bookkeeper, and State Officer Advisor. Assist staff with any training, professional development workshops needed, and maintain constant contact with staff via face-to-face or Zoom meetings that support and grow the state association.

14) **Advertising and Marketing:** Work with industry associations and all other means of media coverage and advertising for the purpose of marketing SkillsUSA Montana to increase awareness of the work done towards workforce development, CTE education, and assisting the skilled trades industries narrow the skills gap. Work to include writing articles for publication in industry magazines, op-ed pieces, and also being interviewed on radio and television.

15) **General Management:** Supervise personnel related to the operations and functions of the state organization. Produce and distribute annual program of work and other communications throughout the year to keep the membership and OPI informed. Procure and manage administrative support, office space, and related office technology (phone, fax and internet access) for SkillsUSA Montana office. Additional storage space required for state conference materials, supplies, file cabinets, and related resources. **Must obtain and maintain current state of Montana Independent Contractor license.**

Reviewed January 2022
TRAVEL REQUIREMENTS:
This position requires approximately 35% travel. The following events require participation and, in some cases, planning:
- State SkillsUSA Board of Directors and Committee Meetings, various locations within Montana and on Zoom.
- Meeting with OPI Program Supervisor/State Advisor, monthly and meetings with CTSO Directors and OPI leadership.
- Fall Leadership and State SkillsUSA Conference and travel to tour potential future conference locations.
- State Officer events, location and dates TBD within Montana for training, legislative events, etc.
Other travel requirements may depend upon financial approval of the board of directors, including but not limited to:
- SkillsUSA National Skills and Leadership Conference, 6-10 days.
- National State Director Conference in August, approximately 4 days, locations vary nationwide.
- Occasional training workshops hosted by National SkillsUSA and SkillsUSA Montana.
- Attend CTSO combined meetings as needed, usually 4-5 per year. May be national or state-level.
- May be selected to attend MT-ACTE Board Meetings or Conferences.
- Industry conferences/conventions; locations and dates vary statewide.

POSITION REQUIREMENTS
Education: Bachelor’s degree preferred but not required. Degrees in education or business management, or some combination of the two, very helpful for this position.

Experience: at least 2 years of project management; 1 to 3 years of management/supervisory/leadership development experience preferred; knowledge of or background in education preferred; knowledge of or background in the skilled trades preferred.
- Must obtain and maintain a Montana Independent Contractor License.
- have excellent interpersonal, listening, written and verbal communication, and project management skills.
- Must be able to positively interact, influence, and work with a diverse group of internal/external people.
- Must be able to provide excellent customer service to internal and/or external customers.
- Must be able to effectively prioritize, organize, use time-management skills, and be adept at multitasking.
- Must be accurate, detailed oriented, and able to problem solve and analyze information.
- Must be computer proficient, able to make and receive phone calls and plan virtual meetings.
- Must be confident in speaking in front of small and large groups including, but not limited to; membership, industry partners, media, and state and federal legislative delegation.
- Must be fiscally knowledgeable, responsible, and comfortable making decisions that support the longevity of the association.
- Must be up to date in the institution and education of Career & Technical Education (CTE).
- Must have a passion for student leadership development and understanding of SkillsUSA.
- Must have a passion for the skilled trades and understanding of the skills gap problem.
- Must have knowledge of, or a desire to learn, federal and state education and industry workforce issues and funding that impact CTE education, workforce development and SkillsUSA.

POSITION DETAILS:
Stipend: Services agreement by contract will include a monthly stipend and may be dependent upon federal and State Legislation allocations for CTSOs. Final contract will be negotiable.
- State Director will be provided with association credit card to pay for costs associated with state officers and State Director travel and business.
- This is a full-time position.

Position location: Employee may work from home and can be located anywhere in the state of Montana or in a close border town outside of the state. Border town location to be discussed with the Board of Directors. Must have access to high-speed internet and cell phone service. There is a storage unit for SkillsUSA Montana items for long term storage located in Helena, Montana.

Application Process: Interested candidates send resume and letter of interest to: SkillsUSA Montana State Advisor, Mike Houghton, at michael.houghton@mt.gov Resumes accepted until filled with first review April 30, 2022.

Compensation: This is a contracted position with no benefits. Salary Range DOE and ability to obtain funding outside of yearly state legislative funding allotment: $35,000-$50,000. Training to begin immediately upon hire. Start date to be negotiated.

Reviewed January 2022