

JOB POSTING

Position Title: **SkillsUSA – New York State Conference Coordinator**

Basic Function: The SkillsUSA New York State Conference Coordinators is responsible to the New York State Director and appointed by the Board of Directors. They are responsible for the coordination of all Events. Examples of responsibilities are building site, hotels, transportation food & etc.

Responsibilities: Job duties attached

Qualifications:

1. Present/Past member of SkillsUSA
2. Teacher/administrator/staff whose experiences have been in areas of Education and Student Leadership (SkillsUSA).
3. Familiar with and actively participated in NYS SkillsUSA activities.

Board Appointment: Two year appointment with position posted during odd year.

Start Date: July1, 2025

Work Year: 12 months

Stipend: Yes (determined by the Board)

Application to Include:

Letter of Application

Resume

References

Letter of Support from current administrators (if applicable)

Deadline Applying: March 1, 2025

Send application information to: Bradley Boyles

Bradley.boyles@nysed.gov

SkillsUSA New York State Conference Coordinator

Responsibilities But limited too

1. Develop and negotiate contracts with hotels, contest and function sites.
2. Communicate with the contracted organizations.
3. Organize and coordinate the conference schedule as well as transportation.
4. Assemble and arrange for printing the conference program.
5. Compute and obtain Board approval of conference fees.
6. Prepare conference forms.
7. Work with Site Team.
8. Work with the SkillsUSA New York Director to obtain and assign volunteers for management of the conference.
9. Provide on-site Conference management.
10. Review and negotiate Conference bills.
11. Prepare a Conference evaluation form and a Conference evaluation summary report.