



Contact Carmen Strollo for more details:

Carmen.strollo@doe.k12.de.us

Delaware DECA is seeking candidates who may be interested in serving as the **Assistant State Advisor** or the **SEOC Advisor** in the 2020-21 school year. Should you be interested in supporting the organization and delivery of service, leadership, and technical skill development for our students on a statewide level, send a **resume** and **cover letter** to carmen.strollo@doe.k12.de.us by close of business on **Friday June 29, 2020**. Include in the cover letter and resume detail of your previous experience, especially in leadership of local and/or statewide CTSO activities. Feel free to email me to set up a time to discuss should you have questions.

Assistant State Advisor

Major responsibilities include:

- Develop, manage, facilitate, and evaluate annual Fall Leadership Conference and State Leadership conferences;
- Collaborate between the DECA Director, DECA Assistant State Advisor and DECA SEOC Advisor, to provide efficient and timely support for annual DECA activities;
- Provide leadership to a team of state officers by developing an annual plan of work to include officer meetings, community service projects, and fundraising events;
- Coordinate DECA Board/Advisory Committee meetings and activities;
- Coordinate Community Service Projects, representing DECA in the community.
- Assist with updating the DECA website and all collateral materials.
- Partner with other CTSO organizations in any group related events (Fall Leadership Conference, Legislative Hall Appreciation Day, and State Officer Training)
- Assist Delaware DECA Director with planning budgetary needs for the 2020-2021 school year.
- Facilitate the monthly Chapter Advisor Meetings, representing Delaware DECA as Assistant Advisor to the Director. All communications and decisions will be with the cooperation of the State Director.

SEOC Advisor

- Develop, manage, facilitate all communications with elected DECA State Officers.
- Collaborate between the DECA Director, DECA Assistant State Advisor and DECA SEOC Advisor, to provide efficient and timely support for annual DECA activities;
- Provide leadership to a team of state officers by developing an annual plan of work to include officer meetings, community service projects, and fundraising events;
- Coordinate DECA State Officer meetings and activities;
- Assist Delaware DECA Director with planning budgetary needs for the 2020-2021 school year.
- Facilitate the monthly Chapter State Officer Meetings, representing Delaware DECA as SEOC Advisor to the Director. All communications and decisions will be with the cooperation of the State Director.
- Serve as tabulations coordinator at the Delaware DECA State Conference—recording data, determining winners and resolving conflicts with the cooperation of the Delaware DECA State Director and Delaware DECA Assistant Advisor.

- Will serve as the defining interpretive source to all rules and regulations, related to National DECA.