



DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management. Delaware DECA is looking for highly motivated individuals who are willing to redefine how we can fulfill the mission of the national organization while under the leadership of Delaware Department of Education.

Assistant Director/State Advisor

Scope:

- Program management;
- Recruitment and coordination of faculty members and industry volunteers to provide event judging and workshop offerings;
- Marketing and communications strategy to recruit DE DECA members;
- Communications strategy to promote success of DE DECA activities, advisors, and members;
- Collaborate with the State Officer Advisor to manage the State DECA Officer Team;
- Create/Lead Corporate Advisory Board comprised of businesses, students, and educators

Operations:

- Work with State of Delaware vendor to update and further develop the DE DECA website;
- Promote DE DECA and be a resource to advisors and students;
- Work collaboratively with DE DECA Director and Associate Director/State Officer Advisor to support of the DE DECA program of work;
- Work collaboratively with the DE SkillsUSA Director to advise chapter advisors and local members;
- Cooperatively manage the State Officer Continuum training program with Delaware CTE Office and National DECA.
- Cooperatively manage DE DECA Chapter Officer Leadership Training;
- Cooperatively organize and manage State DECA related Contest Competitions and convention with Delaware DECA leadership team;
- Manage post DECA activities such as press releases, conference evaluations, and thank you letters to judges;
- Works collaboratively with State Director and Associate Director to select and support state officers with program of work development and implementation;
- Organize preparation for the National DECA Convention
- Assistant State Advisor may be required to travel for the purpose of representing Delaware DECA Leadership Team to include annual DECA CAM conference.

Should you be interested, send a resume and cover letter to Andrea Keen as a pdf file by close of business on **June 30, 2024** to andrea.keen@doe.k12.de.us. Feel free to share this posting with anyone whom you know that may be interested in applying. Should you have any questions, feel free to contact Andrea Keen via email.