



**Delaware DECA** is seeking candidates who would like to serve in the following paid **contract position**.

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.

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Please contact **Andrea Keen** [andrea.keen@doe.k12.de.us](mailto:andrea.keen@doe.k12.de.us) for interest

**Assistant Advisor of Conference Management and Community Partnerships**

- Work collaboratively with the Delaware DECA State Advisor and Assistant Advisor to accomplish the following;
  - Assist with organizing and managing state DECA Leadership Conference and expo;
  - Creating awards ceremony scripts and presentation
  - Review and propose website and social media updates
  - Facilitate community relationships that support the mission and vision of Career and Technical Education and Delaware DECA
- Responsible for Delaware DECA online store and fund-raising activities.
- Facilitate work plan completion and Community Service project participation
- Assist in building DECA registration and scoring database for DECA State Career Development Conference.
- Attend and assist in facilitating scheduled leadership meetings.
- Assistant State Advisor may be required to travel for the purpose of representing Delaware DECA Leadership Team to include annual DECA CAM conference.

Support DE DECA State Advisor, Assistant Advisor of Local Chapter Coordination and Assistant Advisor of Officer Coordination Duties may include travel, supervision, and overnight student supervision Other duties as needed

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](mailto: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.