



Job Description: FBLA Collegiate State Adviser

Job Duties:

- Communicate with FBLA Arizona State Adviser
- Facilitate two leadership conferences for Collegiate FBLA students
- Plan, organize, and oversee the State Leadership Conference
- Arrange students to attend the National Leadership Conference
- Oversee the State Officer team
- Maintain contact with chapter advisers and state officers
- Participate in Arizona FBLA Board meetings and serve on the Board of Trustees
- Oversee financial information for the organization

Requirements:

- Must have knowledge of the FBLA organization
- Must have participated in FBLA Collegiate
- Must have good communication skills, organization skills, time management, event planning, and be a team player
- Must be knowledgeable in computer skills such as word processing, spreadsheet, social media savvy, and other technology skills
- Be willing to learn new things

Pay:

Annual contract: \$1,000 - \$2,000 based on funding sources and meeting expectations of the State Adviser and Board of Directors.

To apply:

If interested, please send a resume to Missey Boucher-Goodman at missey.boucher-goodman@azed.gov.

Resumes will be accepted until Tuesday, August 20, 2024.