



REGIONAL COORDINATOR - PUGET SOUND NORTH

ORGANIZATIONAL OVERVIEW

Representing nearly 6,300 career and technical education students and teachers, SkillsUSA Washington chapters thrive in middle schools, high schools and college/postsecondary institutions across 6 regions. Our mission is accomplished through the SkillsUSA Framework of Personal Skills, Workplace Skills and Technical Skills Grounded in Academics, which is integrated into classroom curriculum

POSITION SUMMARY

The Regional Coordinator is a key leadership role within SkillsUSA Washington, responsible for fostering communication, organizing regional activities, and supporting advisors and students within an assigned region. This role plays a vital part in ensuring the successful execution of SkillsUSA's mission to empower students to become career-ready leaders and responsible community members.

KEY RESPONSIBILITIES OF THE JOB

Communication and Engagement:

- Serve as the primary liaison between the state office and advisors within the region.
- Send timely communications to advisors, including updates, event information, and deadlines.
- Promote SkillsUSA initiatives, including the annual theme, membership enrollment, and upcoming opportunities.

Event Coordination:

- Plan, organize, and oversee regional competitions, ensuring alignment with SkillsUSA guidelines and timelines.
- Work with advisors and volunteers to secure hosts for regional contests.
- Support contest hosts region wide to ensure the unified regional project is being executed and the quality expectation of the Washington championships is upheld.
- Facilitate the collection of contest scores and ensure timely reporting to the state office.
- Support regional participation in conferences and advisor meetings.

Advisor Support:

- Monitor and reply to emails in a timely fashion.
- Assist advisors with membership registration, including training on new processes.
- Provide guidance and resources to help chapters succeed, including information on the Chapter of Excellence Program and technical standards.
- Identify training needs and collaborate with the state office or certified trainers to schedule sessions on relevant areas.

Leadership and Representation:

- Represent the region at meetings and contribute to planning discussions.

- Actively participate in the annual advisor kickoff meeting and other key events.
- Promote the SkillsUSA Framework and organizational values in all regional activities.

Administration and Reporting:

- Maintain up-to-date records of regional activities, including contest host information, schedules, and participant lists.
- Submit required documentation, such as contest host sign-ups and competition results, to the state office within specified deadlines.

KEY EVENTS

Fall/Winter:

- All-Advisor Meeting / Regional Meeting
- Fall Leadership Camp
- Regional Conferences

Spring:

- State Leadership and Skills Conference

Summer:

- Regional Coordinator Retreat

QUALIFICATIONS

- Strong communication and organizational skills.
- Proficient with technology, including email communication, virtual meeting platforms, online forms.
- Familiarity with SkillsUSA and the roles and responsibilities of educators in Washington
- Ability to coordinate events, manage timelines, and work with colleagues well.
- Ability to handle high stress situations

COMPENSATION

This is a paid position. Additionally, travel reimbursements and other stipends may be provided to support the Regional Coordinator's responsibilities.

Interested applicants should submit a letter of intent and résumé to:

Karmen Warner, Executive Director
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