



BUSINESS
PROFESSIONALS
of AMERICA



CONTRACTOR OPPORTUNITIES 2024-2025

Delaware BPA is accepting applications. To apply, send a letter of interest with your resume to Daneisha Allen (daneisha.allen@doe.k12.de.us). **Review of applications will begin immediately and continue until positions are filled.**

Assistant State Advisor (Middle)

Assistant State Advisor (Secondary)

- Develop Plan of Work (POW) for improving the operations of Delaware BPA, including planning and logistics of events, in coordination with BPA leadership team; submit monthly POW updates
- Develop and maintain contest and event calendar for students and advisors
- Serve as a liaison between advisors, state and national staff
- Coordinate and facilitate BPA advisor training, meetings, and communications
- Plan and oversee hybrid/virtual and live contest competitions, state testing and grading days with support from State Advisor, BOD, and BPA leadership team
- Complete DLG training
- Set-up and maintain contest registration, online testing and judging systems
- Develop, update, and maintain plans for technical contests
- Collect and report contest results from online testing and contest judges
- Manage SLC and NLC registrations, operations, and logistics; Draft live contest plan and map proposed conference facility to contest agenda
- Prepare for and attend monthly meetings with DDOE, BPA State Leadership Team, and BOD as scheduled
- Represent Delaware BPA Leadership Team to include annual BPA NLC, as necessary

Community Engagement Advisor

- Develop BPA marketing and communications Plan of Work (POW)
- Work with BPA state leadership team and State of Delaware website vendor to update and further develop the DE BPA website
- Recruit and manage conference sponsors, speakers, and vendors with support from BPA leadership team
- Recruit, train, and manage judges/proctors/volunteers
- Complete DLG training
- Serve as SLC day-of contact and support for conference partners
- Draft and facilitate judge/proctor training materials
- Support SLC & Awards Night (including setup and breakdown)
- Prepare for and attend monthly meetings with DDOE, and BPA State Leadership Team/BOD as scheduled

SOLT Advisor

- Oversee SOLT operations and engagement including business meetings, service projects, Buddy School program, professional development/training, and leadership activities
- Develop Plan of Work (POW) for leadership and management of state officer activities
- Monitor development and execution of SOLT plan of work
- Develop website and social media content and updates in coordination with state officers; in collaboration with Community Engagement Advisor

- Attend and provide oversight to SOLT at FLC, SLC and NLC (includes setup and breakdown ... must have support for local chapter if applicable)
- Lead efforts, in collaboration with State Director, State Leadership Team, SOLT, BOD and Chapter Advisors to select BPA student representatives for state and national events e.g. CTSO Celebration Day, Pathways Conference, NLC Events, etc
- Oversee Torch Award approval process
- Prepare for and attend monthly meetings with DDOE, BPA State Leadership Team/BOD as scheduled