

Conference Staff Intern



What is a Conference Staff Intern?


Join us at the Georgia FCCLA State Leadership Conference (SLC) and share your expertise with a group of alumni and staff that are passionate student leadership.

At SLC, we serve over 1800 members and advisers at our biggest event of the year! We are looking for dynamic and energetic Interns to add to our staff to make this year's SLC the best one yet. Interns are a vital part of our team as they serve in a flex position to best suit the needs of conference attendees and guests.



Join us at State Leadership Conference!

 **March 16th-19th, 2024**

 **The Classic Center**
300 N. Thomas Street
Athens, GA 30601

 **[Link to Application](#)**



What is FCCLA?

Family, Career, and Community Leaders of America, Inc. is a non-profit national Career and Technical Student Organization serving students in Family and Consumer Sciences (FCS) education in middle schools and high schools. FCCLA's Ultimate Leadership Experience equips members with real-world skills through FCS education by preparing members for careers through its four Career Pathways: Human Services, Hospitality and Tourism, Education and Training, and Visual Arts and Design.

Georgia FCCLA

INTERN INFORMATION

Eligibility and Skills

Eligibility :

- Cannot be currently enrolled in a K-12 educational institution.
- FCCLA background & knowledge is preferred, but is not required.
- Previous experience in conference management, CTSO's, or non-profit organization is not required.

Skills :

- Self-motivated
- Thrives in team environment
- Superior Organizational Skills
- High Problem Solving and Creative Skills
- Strong Customer Service Skills
- Communicates effectively and timely
- Enthusiastic and Positive Attitude



SAMPLE DUTIES

- Providing high-level customer service to all conference attendees and host facility event staff.
- Preparing conference packets and materials
- Support for day-to-day logistics and setup
- Posting and removing signage
- Assisting with special events
 - Foundation Event
 - FCCLA Store
 - Registration
 - Competitive Events Judging
 - Alumni Reception
 - Adviser Breakfast
- Greeting/directing conference attendees
- Ushers for theater
- Set-up and breakdown of conference rooms and headquarters

What is the time commitment/schedule?

March 16-19th, 2024

The Classic Center in Athens, GA

March 16 - 1:00 PM	Arrival to Headquarters
March 16 - 11:30 PM	End of Work Day
March 17 - 9:00 AM	Arrival to Headquarters
March 17 - 11:30 PM	End of Work Day
March 18 - 7:30 AM	Arrival to Headquarters
March 18 - 11:30 PM	End of Work Day
March 19 - 7:00 AM	Arrival to Headquarters
March 19 - 1:30 PM	Load Up Truck
March 19 - 2:30 PM	Dismissal

Compensation

Georgia FCCLA will cover :

- Conference Registration
- Cost of shared lodging
- All meals - Sat. Dinner - Tues. Breakfast

Conference interns will be responsible for the costs of transport to and from the event.

Conduct

Conference interns will uphold the highest expectations to behave in a professional manner because they represent Georgia FCCLA. Any inappropriate behavior may result in the intern's termination with all encumbered expenses repaid to Georgia FCCLA.