



*State  
Alumni  
Coordinator  
Application  
2020*





## **Alumni Coordinator Job Description**

The mission of the SkillsUSA Maine Alumni Coordinator shall be to help promote SkillsUSA Maine in terms of time, talent, and financial resources within the State of Maine.

The job will include, but is not limited to:

- Providing a professional network for our members.
- Encourage financial, in-kind and moral support of The Association from individuals, corporations, foundations and civic leaders.
- Further the goals and purposes of the SkillsUSA Maine organization
- Conduct Alumni programs with fiscal responsibility and maintain a positive fund balance in the Alumni accounts.
- Provide leadership, mentoring and volunteer services for the secondary and postsecondary divisions of SkillsUSA Maine.
- Provide volunteer support for the State Leadership and Skills Conference and the SkillsUSA Championships.
- Help create and promote esteem within the education community for trade, industrial, technical, and health occupations.
- Identify and publicize examples of alumni whose leadership, professional achievement and service to community can serve to inspire current SkillsUSA students.
- Attend all SkillsUSA Maine Executive Committee meetings and report on alumni activities.

This position is a non-stipend State Staff position and reports directly to the State Director.



# Alumni Coordinator Application

DATE: \_\_\_/\_\_\_/\_\_\_

Name \_\_\_\_\_

School/Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

School Phone \_\_\_\_\_ Fax \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Number of years involved with SkillsUSA Maine \_\_\_\_\_

Please include a brief resume of your education.

Forward this application and resume to:

Hal Casey - State Director  
SkillsUSA Maine  
c/o Eastern Maine Community College  
354 Hogan Rd  
Bangor, ME 04401

Or email:

[hcasey@skillsusamaine.org](mailto:hcasey@skillsusamaine.org)