

**Official Job Posting – Connecting for Success Steering Committee Co-Chairs
Massachusetts Association of Vocational Administrators (MAVA)
September 8, 2022**

Title

Connecting for Success Steering Committee Co-Chairs (2)

Job Summary

Two (2) Steering Committee Co-Chairs will coordinate and execute all activities relative to the upcoming Connecting for Success Conference, including determining a conference theme, selecting conference dates and logistics, identifying guest speakers and workshop presenters, identifying necessary staffing, developing a budget, keeping accurate records, and measuring the effectiveness of the Conference.

Overview of MAVA Connecting for Success Conference

The Connecting for Success Summer Conference is run by the Massachusetts Association of Vocational Administrators (MAVA) for its members. It is the largest professional development conference for vocational educators in Massachusetts.

It is traditionally held in late June.

The event is designed, planned, and run by a Conference Steering Committee, led by two co-chairs, and consisting of paid staff and volunteers. The Co-Chairs work independently but rely on the Executive Director and MAVA Officers to make major policy and financial decisions.

Duties

- Working with MAVA's Executive Director, determine whether the Conference will be offered remotely or in-person.
- Working with MAVA's Executive Director, set and publish Conference dates.
- Determine staffing needs to plan and run the Conference and propose a budget to MAVA leadership.
- Schedule and run regular Steering Committee meetings, starting no later than November of 2022.
- Establish a theme for the Conference.
- Recommend a registration rate for the Conference and publish the rate upon approval.
- If applicable, set presenter payment rates and publicize them, upon approval of the Executive Director.
- Coordinate with MAVA technology staff to create and publish forms for presenter proposals.

- Review and approve presenter proposals.
- Establish an electronic registration system for the Conference.
- If a virtual Conference is held, utilize the MAVA Microsoft Teams platform.
- Arrange for all necessary technology support.
- Develop a Conference registration booklet.
- Establish and oversee a vendor hall.
- If feasible and cost effective, solicit private sector support for the Conference.
- Properly submit invoices for payment.
- During the Conference, survey participants to gauge their level of satisfaction.
- Assist MAVA staff in seeking outstanding payments from Conference participants and sponsors.
- Be responsible for successfully overseeing all aspects of the Conference.
- Report to the MAVA Officers about the success of the Conference and on ways to make it better.

Requirements

The successful candidates must serve in the role of a vocational director, curriculum director, principal, or similar responsible position in a Massachusetts public high school offering five or more Chapter 74-approved programs. At least ten years of experience as a teacher in Massachusetts vocational-technical education is preferred.

The successful candidate must have sufficient administrative, planning, and technological experience to run the Conference.

Technical Requirements

The successful applicant must be adept at electronic communications, including email, Microsoft Word, Microsoft Excel, Microsoft Teams, and the like.

The successful applicants will be responsible for submitting invoices for payment.

Compensation

The successful applicants each will be paid a \$7,000 stipend, to be disbursed at the successful conclusion of the conference.

Upon the filing of sufficient documentation with the Executive Director, the Co-Chairs will be reimbursed for reasonable mileage required to fulfill the duties of this position.

Job Status

Co-Chairs of the Connecting for Success Steering Committee are independent contractors.

No employment benefits attach to these positions.

Contract Status

These are one-year positions. They are expected to be posted annually.

Selection Process

Candidates must submit a cover letter and current resume to Steven C. Sharek, MAVA Executive Director, at stevesharek@MAVA.us, by September 22, 2022, at 11:00 a.m.

Selection of the successful candidate will be made by the MAVA Officers, upon recommendation of the Executive Director.

Start Date

The successful applicants are expected to begin planning and preparation for the job immediately upon selection.

Equal Opportunity

The Massachusetts Association of Vocational Administrators (MAVA) is an Equal Opportunity Employer. MAVA selects vendors, employees, and independent contractors without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.

MAVA seeks to actively recruit, welcome, and support a workforce which is diverse and inclusive of all people so that we can support the success and growth of all individuals.

In selecting Steering Committee members, paid and volunteer staff, vendors, consultants, guest speakers, and presenters for the Connecting for Success Conference, the Steering Committee Co-Chairs are expected to be mindful of the need to reflect in those decisions the wide diversity seen in MAVA schools across the state.