

# Montana DECA Leadership Specialist

**Organization:** Montana DECA

**Location:** Montana (Remote; Travel Required)

**Position Type:** Stipend - Part Time

**Reports To:** Montana DECA State Director

## About Montana DECA

Montana DECA is a career and technical student organization that prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality, management, and entrepreneurship. Through conferences, competitions, and leadership development experiences, Montana DECA empowers high school students across the state to excel academically and professionally.

## Position Overview

Montana DECA is seeking a motivated and student-centered **Leadership Specialist** to support leadership development initiatives, student programming, and statewide events. This role plays a key part in strengthening Montana DECA's leadership pipeline by working directly with student leaders, advisors, and volunteers.

The ideal candidate is organized, energetic, and passionate about youth leadership, career readiness, and experiential learning.

## Key Responsibilities

- Support the planning and execution of state leadership conferences, workshops, and training events
- Assist in the development and facilitation of leadership curriculum and student officer training
- Work closely with Montana DECA State Officers to support goal-setting, projects, and leadership growth
- Coordinate communication with the Montana DECA State Officers, chapter advisors, students, and stakeholders
- Assist with event logistics, scheduling, and on-site support during DECA Conferences and events.
- Support recruitment, engagement, and retention of DECA members and advisors
- Contribute to social media, marketing, and outreach efforts as needed
- Provide general program and administrative support to Montana DECA leadership
- Assist with program donor support and retention.
- Serve as the supervisor of the Montana DECA State Officer team, including coordination of their travel, administration of their evaluations, and additional support as needed.

## **Estimated Travel**

- Mid-June | State Officer Leadership Training & Onboarding (5 Days/4Nights)
- Mid-September | Annual Business Meeting & DECA Emerging Leaders Summit
- November 19-23 | DECA Power Trip Conference | Louisville, KY
- January 28 - February 3, 2027 | State Career Development Conference | Missoula, MT
- April 17-20, 2027 | International Career Development Conference | Anaheim, CA

## **Estimated Monthly Time Commitment**

- January-June (Appx 10-15 Hours Monthly)
- June-December (Appx 5-10 Hours Monthly)

## **Qualifications**

- Experience working with students, youth organizations, or leadership programs (DECA or CTSO experience preferred)
- Strong organizational and time-management skills
- Excellent written and verbal communication skills
- Ability to work independently and collaboratively
- Comfortable presenting, facilitating, and working with diverse groups
- Willingness and ability to travel within and outside of Montana, including some evenings and weekends
- Proficiency with common digital tools (Google Workspace, Zoom, social media platforms)

## **Preferred Qualifications**

- Background in education, leadership development, business, marketing, or related fields.
- Experience with event planning or program coordination.
- Familiarity with DECA programs and competitive events.
- Background in working with youth is preferred.

## **Compensation**

Compensation is commensurate with experience and position scope. Travel-related expenses will be reimbursed according to Montana DECA policies.

## **How to Apply**

Interested candidates should submit a resume and brief cover letter outlining their interest and relevant experience to [jstiles@mtdeca.org](mailto:jstiles@mtdeca.org). Applications will be reviewed on a rolling basis until position is filled.