



## SLSC Contest Coordinator Engineering & Technology

SkillsUSA is the #1 workforce development organization for students. Our mission is to empower students to become skilled professionals, career-ready leaders and responsible community members.

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### Position Overview :

We are looking for a detail-oriented and reliable coordinator to join the SkillsUSA Idaho team and help put together successful competitions at the State Leadership and Skills Conference held April 14-16, 2027. The ideal candidate will be responsible for ensuring that the contests have industry chairs in place, adequate judges, and facilities are prepared for students to showcase their skills on the state level.

This position is a contracted position only and does not offer additional benefits. The contract serves from October 2026 to April 2027. The contract amount is \$500. The contractor reports directly to the SkillsUSA Idaho Board of Directors, and works with the SkillsUSA Idaho State Director, whether face-to-face at Board meetings or via electronic means such as emails and/or other software applications.

Current SkillsUSA Advisors are welcome and encouraged to apply, however, if contractor has students competing the contractor will be asked to not be a part of final project determination and planning in order to maintain fair competition.

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### Area of Responsibility :

The SLSC Contest Coordinator – Architecture & Construction will be responsible for the below duties for the following SkillsUSA Idaho Championships Contests:

- Additive Manufacturing
- Electronics Technology
- Engineering Technology-Design
- Mobile Robotics
- Robotics: Urban Search and Rescue
- Team Engineering Challenge

### Primary Duties :

- Assist with recruitment of contest chairs and judges as needed for state leadership and skills contests at the direction of the SkillsUSA Idaho Board of Directors and SkillsUSA Idaho State Director.
- Assist SkillsUSA Idaho State Director in coordinating and scheduling contest locations and set-up to include conference materials and supplies.
- Assist with the preparation of pre-conference deliverables.
- Assist SkillsUSA Idaho State Director in coordinating and scheduling conference materials and supplies delivery to contest sites.
- During the SLSC, manages setup and breakdown of contest materials alongside contest chairs.
- Attend meetings (virtual and/or in-person) as necessary with vendors, SkillsUSA State Director, contest venues, contest chairs, etc.
- Assist in final score card collection.
- Attend monthly SkillsUSA Idaho Board of Director meetings during the period of October 1<sup>st</sup> 2026 to April 30<sup>th</sup> 2027 to provide updates to the Board on SLSC preparation and request any help needed from the Board.

### Qualifications:

- Must be familiar with the SkillsUSA Championships and understand SkillsUSA's Technical Standards for competition.
- Proficient in online workspaces, such as Google Suite
- Must demonstrate good communication skills to include in-person, virtual, and telephone.
- Must have industry or classroom knowledge of the areas listed under Area of Responsibility.

### How to Apply:

Send your Cover Letter and Resume to: [andrew.armstrong@cte.idaho.gov](mailto:andrew.armstrong@cte.idaho.gov)

Deadline: **September 18<sup>th</sup>, 2026**

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