



Business Professionals of America is a non-profit student organization headquartered in Columbus, Ohio, that develops and empowers student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth, and service.

JOB TITLE: Competitive Events Specialist

SUMMARY: This position is part-time with a primary responsibility to support the Director of Education and Professional Learning with planning, coordinating, and managing the educational programs of the organization. This position actively participates in strategic planning, grant development, and administration of the Workplace Skills Assessment Program (WSAP) Guidelines as needed. The WSAP Guidelines provide a detailed overview of all competitive events and other various BPA education offerings. This position also provides support in administrative, programming, and communication areas to deliver innovative education programs and coordinate trainings for members, advisors, and stakeholders. Specific duties of this role include but are not limited to:

I. Educational and Competitive Events Support

- Serving as the staff support for educational and competitive events issues through the identification of trends and needs in education across all BPA membership levels
- Supporting the Director of Education and Professional Learning in administering the Workplace Skills Assessment Program (WSAP)
- Supporting membership growth through maintaining BPA's robust education platforms, including WSAP, year-round resources and learning opportunities, and professional development
- Collecting and analyzing data to ensure BPA meets the educational needs of all membership levels
- Assisting with maintaining a systematic approach to aligning cluster-based standards, at both federal and state levels
- Assisting with maintaining a systematic approach to aligning industry certifications with BPA education offerings
- Coordinating authoring and auditing of WSAP competitive events as directed
- Providing guidance and support to the Classroom Educators Advisory Council (CEAC) at designated meetings throughout the year
- Collaborating with the Director of Education and Professional Learning and the Director of Membership and Technology in the development of curriculum options in the BPA membership learning management system
- Assisting the Director of Education and Professional Learning with developing and nurturing relationships with BPA state associations, departments of education in active states, and various organizations to strengthen connections with members
- Assisting with revising and preparing all handbooks, scoring rubrics, authoring guides, competitive event guidelines, competitive event materials, and other WSAP supporting documentation
- Providing ongoing support, updates, and assistance to state and local advisors, students, and business partners
- Assisting with recruitment, training, and maintaining a database of judges (both technical and presentation-based)
- Assisting with recruitment, training, and maintaining a database of volunteers, including administrators, proctors, and graders (APGs)



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- Providing support for the competitive event submission processes in collaboration with Director of Education and Professional Learning and the Director of Membership and Technology
- Assisting the Director of Education and Professional Learning with all competitive events, APG and judge orientations, competitive events headquarters, and the grading room at the National Leadership Conference (NLC)

This position reports to the Director of Education and Professional Learning and provides additional support to the Executive Director/CEO as needed. To apply, please click ([here](#)).