

PA DECA / STAFF OPENING

DIRECTOR OF OPERATIONS

Pennsylvania DECA — preparing emerging leaders and entrepreneurs across 116 chapters statewide.

REPORTS TO	Executive Director (Josh Nulph)
TYPE	Full-time
LOCATION	Pennsylvania — remote-friendly, with travel for SCDC, regional events, and ICDC

ABOUT PA DECA

WHO WE ARE.

Pennsylvania DECA is a Career and Technical Student Organization (CTSO) preparing emerging leaders and entrepreneurs in marketing, finance, hospitality, and management. We serve **8,600 students across 116 chapters in 12 districts**, chartered in 1960. Our flagship event is the State Career Development Conference (SCDC) in Hershey each February.

ABOUT THE ROLE

WHY WE'RE HIRING.

The **Director of Operations** is a new full-time seat that will own the executional engine of the association — conferences, chapter advisor support, and membership — working closely with the Executive Director to keep PA DECA running reliably from one season to the next.

PRIMARY RESPONSIBILITIES

WHAT YOU'LL OWN.**01 STATE CAREER DEVELOPMENT CONFERENCE (SCDC)**

- Venue selection, hotel block, and on-site logistics in Hershey each February.
- Registration management for schools, students, advisors, and judges.
- Judge recruitment, training, and assignment across competitive events.
- Awards production, ceremony scheduling, and the schedule of events.

02 ADDITIONAL CONFERENCES & CAREER DAYS

- Logistics for the Philadelphia 76ers, Flyers, and Pittsburgh Penguins career days.
- Regional and district-level events across the Commonwealth.
- Vendor coordination, attendee registration, and day-of execution.

03 CHAPTER ADVISOR SUPPORT

- Onboarding new advisors.
- Weekly communications to the advisor network — updates, reminders, deadlines.
- Daily inbox: answering the “how do I...” questions from 116 chapters.

04 MEMBERSHIP MANAGEMENT

- Roster management across all 116 chapters and 8,600+ members.
- Membership renewals, processing, and chapter charters.
- National DECA reporting — submissions, compliance, data integrity.

WHO WE'RE LOOKING FOR

QUALIFICATIONS.

REQUIRED

- 3+ years of operations, event management, or program coordination experience.
- Demonstrated ability to manage multiple concurrent deadlines and stakeholders.
- Strong written and verbal communication skills.
- Comfort with spreadsheets, databases, and event-management software.
- Willingness to travel.

PREFERRED

- Experience with a CTSO, association, nonprofit, or membership organization.
- Familiarity with DECA, FBLA, FCCLA, FFA, SkillsUSA, or similar youth orgs.
- Background in K-12 or post-secondary education.
- Experience working with high school student leaders.
- PA-based or familiar with the state's educational landscape.

HOW TO APPLY

Send us your **resume**.

Email a resume and brief cover letter explaining why this role interests you.

EMAIL

Josh@MyPADECA.org

SUBJECT LINE

Director of Operations — [Your Name]