



www.detsa.org

DRAFT CONTRACTOR OPPORTUNITIES for 2026-27

Application Due ~~April 30, 2025~~ TBD

~~April 15, 2025~~ - DETSA is accepting applications. To apply, send a letter of interest with your resume to Mike Fitzgerald at Mike.Fitzgerald@doe.k12.de.us. *Questions?* Contact Mike Fitzgerald via email or call 302.857.3334.

Assistant State Advisor for Planning and Logistics – One (1) Assist State Advisor in leading, coordinating, planning, and delivering TSA events. Must be available M-F from 8am-4:30pm. Most of the responsibilities can be performed remotely on nights and weekends. Duties, activities, and responsibilities may include:

- Development of a personal Plan of Work (POW) for improving the Planning and Logistics of TSA events.
- Develop annual budget projection and planning calendar for contests and activities
- Estimate number of awards and medals needed
- Develop, update, and maintain plans for leadership, service, and technical contests
- Communicate plan and create content and updates
- Prepare for and attend monthly state officer/management board meetings
- Plan, organize, communicate, maintain, and update on-site conference plans
- Draft live contest plan and map proposed conference facility to contest agenda
- Draft virtual/hybrid contest plan and map to event planning chart
- Plan a virtual fall, winter, and summer chapter advisors meeting to discuss conference and contest planning
- Plan and organize on-site conference meals
- Set-up and maintain contest registration system
- Set-up in and maintain online testing system
- Set-up and maintain online judging system
- Support delivery of on-site conference logistics: registrations, workshops, judges, speakers, trainers, data entry
- Lead and coordinate contest managers
- Lead and coordinate contest judges
- Collect and report contest results from online testing and contest judges
- Support and coordinate chapter organization to participate in national conference
- Attend and participate in monthly state officer management board/DDOE meetings
- Support nametags, packets, and registration activities
- Support in the organizing, packing, set-up, printing, and copying of event supplies and materials
- Attend and participate in delivery of state leadership conference
- Other duties as necessary

Assistant State Advisor for Student and Officer Leadership – One (1) Assist State Advisor in leading, coordinating, planning, and delivering TSA events and TSA state officer activities. Most of the responsibilities can be performed remotely. Duties, activities, and responsibilities include:

- Development of a personal Plan of Work (POW) for leadership and management of state officer activities.
- Propose, advance, lead, manage, and maintain TSA state officer activities
- Collect and update state officer contact directory
- Plan and organize state officer business meetings
- Organize state officer logistics, business meetings, service projects, and leadership activities.
- Support development of achievable state officer annual plan of work
- Recruit external adult partners to join management team in support of committees identified in state officer plan of work: i.e; leadership; communication, leadership; service committee; other
- Develop annual budget projections and planning calendar for state officer activities
- Develop and update annual event plan/calendar for state officer leadership and service activities
- Communicate state officer plan of work
- Monitor state officer plan of work
- Prepare for and attend monthly state officer/management board meetings
- Develop media content and updates in coordination with state officers
- Plan, develop, and update state officer plan of work
- Support delivery state officer led projects in plan of work
- Communicate state officer led projects in plan of work
- Prepare, plan, and attend monthly state officer/management board meetings
- Plan, organize, communicate, maintain, and update on-site state officer led conference activities
- Support and coordinate activities to organize state officers to lead at the national conference
- Meet with officers to plan, rehearse, and improve event agendas and scripts
- Attend and participate in monthly state officer management board/DDOE meetings
- Other duties as necessary

Contest Coordinator(s) - Up to six (6) Contest Coordinators to manage and lead delivery of assigned contests in coordination with State Advisor and Assistant State Advisor for Contest Logistics. Duties, activities, and responsibilities may include:

- Critically review and negotiate assigned contests. Propose format: live, virtual, or hybrid
- Propose and develop adjustments as needed for event delivery
- Recruit onsite contest coordinator (live/hybrid contests only) for each contest
- Recruit contest judge(s) for each contest
- Review contest CRAM document. Adjust contest scenario/project/design brief if necessary
- Review and propose contest structure: semifinalist activity; finalist activity; or all
- Review and propose language for delivery of contests in Judge Pro online judging system
- Serve to answer questions regarding contest design, contest guidelines, contest edits with chapter advisors
- Identify supplies, equipment, and materials needed for chapters to participate in live contests
- Develop content and updates for hands-on contests as necessary
- Attend and participate in monthly state officer management board/DDOE meetings
- Assume leadership in coverage of events as needed to ensure high quality delivery and execution
- Other duties as necessary

Assistant State Advisor for Speakers, Sessions, Career Expo, and Sponsorships – One (1) Assist the State Advisor in planning, coordinating, and delivering conference speakers, sessions, sponsorships, and career exploration activities. This role focuses on developing the conference learning program, securing speakers and presenters, coordinating a two-day career fair that operates concurrently with the conference, developing sponsorship partnerships, and engaging the State Officer Team in leadership and service initiatives. Responsibilities can be performed remotely on nights and weekends. Duties, activities, and responsibilities may include:

- Development of a personal Plan of Work (POW) for improving conference speakers, sessions, career exploration activities, sponsorship engagement, and student leadership involvement
- Develop a comprehensive speaker and session plan aligned to conference goals and audience needs
- Identify, recruit, and confirm keynote speakers, breakout presenters, and panelists
- Secure speakers and presenters representing the full spectrum of TSA/STEM career fields, including engineering, computer science, artificial intelligence, cybersecurity, advanced manufacturing, digital communication, arts, audiovisual production, biomedical sciences, entrepreneurship, and related technology fields
- Coordinate speaker logistics including invitations, confirmations, session descriptions, schedules, and presentation needs
- Develop and maintain the conference session schedule across multiple tracks or themes
- Coordinate with speakers to collect presentation titles, descriptions, and materials for conference promotion and program guides
- Design and organize a two-day career fair / career exploration expo that operates during the conference
- Identify and recruit industry partners, employers, postsecondary institutions, and organizations representing the broad range of TSA career pathways
- Secure and manage sponsorships for exhibitor tables, conference activities, student contests, and other conference components
- Develop exhibitor registration processes, sponsorship opportunities, participation guidelines, and booth assignments
- Coordinate exhibitor logistics including setup requirements, schedules, and communications
- Engage the TSA State Officer Team in planning and implementing leadership and service initiatives connected to the conference
- Coordinate State Officer engagement to advance Red Cross service projects within TSA chapters and through activities conducted at the State Conference
- Support the State Officer Team in planning and delivering one professional development session for conference delegations each day of the event
- Assist in development of conference program materials including speaker listings, session descriptions, sponsor recognition, and career fair participants
- Support on-site or virtual coordination of speakers, sessions, exhibitors, sponsors, and student leadership activities during the conference
- Maintain communication with speakers, exhibitors, sponsors, and partners before, during, and after the event
- Assist with evaluation and improvement of conference sessions, sponsorships, leadership activities, and career fair experiences for future events.