

JOIN OUR TEAM!

Director of Hospitality Education

Email your resume and cover letter to
info@ncrla.org.



Position Description

Hospitality Education Director NC Hospitality Education Foundation

Purpose of the Position

This position reports directly to the President & CEO of NCRLA and serves as the primary staff member charged with executing the mission and program of work for the NC Hospitality Education Foundation. This position manages the ProStart program in current and future school locations. The Director serves to ensure teachers in the ProStart program are provided training and resources to be successful executing the program and graduating students with the National Certificate of Achievement. This position plans, coordinates and implements the NC ProStart Invitational (NCPI) alongside NCRLA's Director of Events and Sponsorship Development and manages the preparation of NC's participation at the National ProStart Invitational (NPI) annually. The Director executes the annual scholarship and grant-giving program. The director works to identify, implement and manage workforce development training programs for students interested in hospitality and tourism management (such as AH&LA EI's HTMP) and communicates and engages with key stakeholders in the community, government and industry on a regular basis. This position works alongside NCRLA's Marketing and Communications Manager to communicate the story and successes of the NC ProStart Program and other workforce development activities and opportunities to NCRLA's membership and beyond.

Roles and Responsibilities

- Support NC's ProStart Program which currently operates in over 50 high schools across NC.
- Support ProStart teachers by serving as a resource, connecting them with industry partners, conducting teacher training, and insuring teachers have the resources needed—curriculum materials, supplies, etc.-- to be successful.

- Work to expand ProStart into additional high schools across the state by encouraging Career and Technical Directors to adopt the program.
- Communicate all important information and deadlines for all activities related to NC HEF to ProStart teachers and via the NCDPI communication tool (Moodle).
- Coordinate/attend site visits with current programs as needed.
- Coordinate/attend meetings with teachers, school leaders and key decision makers in prospective program areas.
- Work directly with key staff at NCDPI on growth and sustainability of the ProStart program.
- Work with NCDPI, NRAEF staff, education/industry partners and local leaders to coordinate and implement teacher development trainings throughout the year. Including, but not limited to, NC DPI's Summer CTE Conference, Fall Teacher Training, Spring Student/Teacher Training.
- Assist ProStart programs in making connections with local restaurant and lodging businesses for student work experience opportunities.
- Assist ProStart programs in increasing the number of students testing and achieving higher score percentages.
- Assist ProStart programs in coordinating, completing and submitting Certificate of Achievement (COA) applications on time.
- Work with NRAEF staff, education/industry partners, local leaders and the NCRLA/NC HEF team to plan/coordinate/execute NCPI.
- Work with National Restaurant Association Education Foundation staff, donors/sponsors to prepare/coordinate/execute NC ProStart Invitational winners to represent NC at National ProStart Invitational – attendance/travel required.
- Serve as ProStart curriculum leader and main NCRLA/NC HEF contact on the STEM program initiative.
- Manage the annual scholarship and grant giving program.

- Seek and Manage grant funding opportunities for NC HEF, ie: NRAEF/ProStart Grant, Workforce Development, etc.
- Work within the parameters of the annual NC HEF operating budget.
- Maintain the NC ProStart and NC HEF section of the NCRLA.org website. Keep all information current and easy to navigate. Work alongside Marketing and Communications Manager.
- Work with NCRLA's Marketing and Communications Manager to create and coordinate marketing/awareness building opportunities for the ProStart program and other NC HEF activities via weekly features in In The Mix and quarterly features in At Your Service, press releases, social media and website.
- Serve as ServSafe exam proctor as needed at NCRLA HQ.
- Complete and submit reports as required by NRAEF throughout the year.
- Attend and participate in at least one NRAEF ProStart Coordinator Roundtable event per year.
- Work with government agencies to enhance financial support for workforce development programs and initiatives that are managed and supported by NCRLA.
- Work with the staff at AH&LA EI and NC DPI to create an opportunity to incorporate the HTMP curriculum into the course offerings for NC high schools. Implement and manage in the same manner as the ProStart program.
- Coordinate with NCRLA and NCHEF CEO and manage the routine operations of NC HEF:
 - Board of Trustee meeting coordination
 - Committee development, meeting coordination, communications
 - Review monthly profit and loss statements to track financials of NCHEF and make adjustments to the program of work as necessary during the fiscal year.
- Manage the DORES (Donating Older Restaurant Equipment to Schools) program donations.
- Other duties as assigned.

Qualifications

- Graduation from a four-year college or university.
- Strong oral and written communication skills
- Strong presentation/teaching skills.
- Experience in managing/executing a program of work
- Ideal candidate must be organized, detail-oriented, and a motivated/proactive self-starter
- Ability to work independently.
- Ability to travel in-state regularly and nationally two or three times per year.
- Proficient in Word, Excel, PowerPoint, Social Media Outlets: Facebook, Twitter
- Some database experience required