

ACTE Board Opportunity Fund Project

Position Title: Project Consultant – State Work-Based Learning Division Toolkit

Project Term: September 2026 – June 2027 (approximately 200 hours)

Compensation: Stipend – **\$6,000**

Reports To: Opportunity Fund Sponsors: ACTE Work-Based Learning Division Vice President and ACTE President

Project Overview

The ACTE Work-Based Learning (WBL) Division is seeking a Project Consultant to lead the development of a **State Work-Based Learning Division Toolkit**. This one-year project is funded through the ACTE Opportunity Fund and is designed to help state ACTE associations establish, strengthen, and sustain Work-Based Learning divisions.

The coordinator will facilitate the work of a national team of volunteer and contracted expert advisors subject matter experts to develop a practical, high-quality toolkit that includes guidance, templates, best practices, and implementation resources. The completed toolkit will support membership growth, professional development, and stronger state-level engagement in work-based learning across ACTE.

Primary Responsibilities

The Project Consultant will:

Project Leadership

- Manage the overall project timeline from planning through final delivery.
- Coordinate project activities to ensure milestones and deliverables are completed on schedule.
- Maintain regular communication with ACTE WBL Division leadership.

Team Coordination

- Recruit and coordinate a small work group of volunteer and contracted expert advisors from a variety of states.
- Schedule and facilitate virtual meetings.
- Assign tasks and monitor progress toward project goals.
- Foster collaboration and consensus among contributors.

Research & Resource Development

- Gather examples of successful state WBL divisions and organizational models.
- Conduct interviews and virtual meetings with state leaders.
- Research best practices related to:
 - State division formation
 - Membership recruitment and engagement
 - Professional development
 - Leadership development
 - Division governance and sustainability
- Organize research into practical toolkit resources.

Toolkit Development

Coordinate development of a toolkit that may include:

- Steps for creating a state WBL division
- Sample bylaws and governance documents
- Leadership structure recommendations
- Membership recruitment strategies
- Professional development ideas
- Communication templates
- Meeting agendas
- Resource library
- Best practice examples
- Implementation roadmap

Stakeholder Engagement

- Present project updates to the ACTE Board of Directors at designated milestones.
- Gather feedback from WBL Division members, state leaders, and other stakeholders.
- Revise toolkit materials based on feedback.

Conference Participation

Represent the project through participation in selected conferences and meetings, including:

- 2026 Georgia Work-Based Learning Conference November 18-20, 2026
- 2027 ACTE National Work-Based Learning Conference, April 28–30, 2027
- Other professional learning opportunities, as needed, if funds are available

Travel support will be provided according to the approved project budget with prior approval.

Final Deliverables

Coordinate completion of:

- Final State WBL Division Toolkit
- Supporting templates and implementation resources
- Final project report and recommendations
- National rollout plan for distribution and adoption, including recommended promotions

Expected Outcomes

The Project Consultant will successfully:

- Deliver a completed State WBL Division Toolkit by June 25, 2027.
 - Coordinate successful collaboration among project contributors.
 - Support development of resources that can be replicated by multiple states and ACTE divisions.
 - Help position the toolkit for national implementation and long-term sustainability.
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Preferred Qualifications

Ideal candidates will have:

- Experience in Career and Technical Education (CTE), particularly Work-Based Learning coordination.
 - Experience serving in ACTE or state ACTE leadership roles.
 - Strong project management and organizational skills.
 - Excellent written and verbal communication skills.
 - Experience facilitating committees or collaborative work groups.
 - Ability to manage multiple deadlines independently.
 - Experience developing professional resources, guides, or training materials.
 - Familiarity with state CTE organizations and membership engagement strategies.
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Estimated Time Commitment

Approximately **200 hours** between September 2026 to June 2027, including:

- Virtual planning meetings
- Independent project work
- Team coordination
- Conference participation
- Preparation of reports and presentations

Workload will vary throughout the project, with heavier commitments during toolkit development and review phases.

Key Milestones

Planning Phase (September–November 2026)

- Organize project work group
- Conduct research and stakeholder outreach
- Attend project-related conferences
- Provide December ACTE Board update

Development Phase (December 2026–June 2027)

- Lead toolkit development
- Coordinate review and revisions
- Present draft toolkit to ACTE Board
- Collect member feedback

Completion Phase (June–July 2027)

- Finalize toolkit; coordinate production (print, web, etc.)
- Deliver completed resources
- Support national rollout and dissemination

Success Measures

Success will be measured by:

- Completion of all project phases on schedule.
- Delivery of a high-quality, practical toolkit approved by ACTE leadership.
- Positive feedback from state leaders and WBL professionals.
- Adoption of the toolkit by states seeking to establish or strengthen Work-Based Learning divisions.
- Increased opportunities for ACTE membership growth and state-level engagement.

About the Project

This initiative represents a strategic investment in expanding the Work-Based Learning community across ACTE. By providing practical resources and proven strategies, the project aims to strengthen state leadership, enhance member value, and create sustainable pathways for professional collaboration nationwide.

How to Apply

Email the following items to Brandon Russell (brussell@ucmo.edu) and Jan Jardine (vp_wbl@iamcte.com) by Friday, September 18:

- Letter of interest
- Resume