

MONTANA HOSA

Contracted Services Opportunity: Leadership and Chapter Development Lead

Engagement Type: Fixed-term contracted services opportunity; final classification and engagement terms are subject to legal review and execution of a written agreement

Montana HOSA Contract Administrator: Montana HOSA State Director

Location: Primarily remote, with required travel to designated Montana and national events

Initial Term: As soon as practicable following completion of the selection process and execution of a written agreement, through June 30, 2027

Position Summary

Montana HOSA is seeking a motivated and relationship-driven professional to provide leadership and chapter development services supporting the organization's chapter growth, advisor development, and state officer team. This position plays a central role in expanding Montana HOSA's reach into rural communities while strengthening the experience of new and existing chapter advisors and student leaders across the state.

The selected contractor will independently plan and deliver the leadership-development, advisor-support, chapter-development, and officer-facing conference services described in the approved scope of work. Montana HOSA will establish organizational priorities, required outcomes, applicable policies, and final governance decisions, while the contractor will retain discretion over the methods, sequencing, and day-to-day performance of the services.

The ideal candidate is an organized self-starter who thrives on building relationships, is comfortable working independently across a large geographic area, and is passionate about health science education and student leadership development.

Key Responsibilities

Chapter Start-Up & Growth

- Manage new chapter start-up and onboarding activities, including guidance through affiliation and sharing of best practices.
- Serve as the primary point of contact for prospective chapters and advisors once interest has been identified, guiding them through affiliation and early chapter development.
- Educate new advisors on advisor cohorts, the Montana HOSA and International HOSA websites, the competition process, and conference information.
- Support proactive outreach to prospective rural schools and programs in coordination with the State Director and state officer team.
- Share responsibility with the State Director for rural outreach and chapter growth, including supervising officer-led regional outreach, in support of approved strategic priorities and applicable grant initiatives.

Advisor Training & Support

- Lead advisor onboarding and training and design and facilitate a cohort-based support structure for new and existing advisors, including recurring cohort programming, virtual office hours, and a shared library of resources.
- Build and maintain strong relationships with students, educators, administrators, and community partners.
- Conduct outreach via email, phone, and in-person or virtual meetings.
- Collaborate with partners to identify growth opportunities across the state.
- Support both new chapter advisors and advisors taking over existing chapters.

- Develop or adapt advisor resources, checklists, timelines, templates, and training materials based on advisor and chapter needs.

Tracking & Reporting

- Track outreach, onboarding, and chapter engagement activities.
- Monitor progress toward chapter growth goals and report on outcomes.

State Officer Team Leadership

- Lead and facilitate the state officer team selection process, including applications, interviews, officer examinations, and elections. The process and final eligibility and selection decisions are subject to the State Director's approval and applicable board policy.
- Design and deliver year-round training, mentorship, and leadership development for state officers.
- Provide consistent year-round communication, coordination, mentorship, and accountability services for the state officer team; maintain routine communication with officers, parents, and local advisors; and independently establish an effective meeting and communication schedule sufficient to support the approved Program of Work and agreed outcomes.
- Monitor officer participation, communication, deadlines, conduct, and completion of assigned responsibilities, and address routine concerns in accordance with approved Montana HOSA policies. Formal suspension, removal, safety decisions, and other significant disciplinary actions remain subject to the State Director's approval and applicable board policy.
- Attendance and officer supervision are expected at designated Montana HOSA conferences, State Officer Leadership Training, Washington Leadership Academy, legislative advocacy activities, and other approved officer events. ILC attendance may be required when included in the final agreement or a mutually agreed written amendment.
- Develop officer-facing conference materials, including scripts, staging plans, A/V plans, and run-of-show documents; prepare officers for their roles; and lead officer-facing program execution while supporting overall conference implementation.
- Ensure alignment between officer roles, organizational priorities, and HOSA core values.
- Support state officers in developing, implementing, and evaluating their annual Program of Work.
- Conduct yearly review of the State Officer Handbook and suggest edits as appropriate before each new officer year.
- Assist in coordinating and facilitating officer meetings and retreats.
- Provide advocacy training and preparation for state and national capitol activities.
- Train and mentor state officers to provide peer-to-peer support to local chapter officers and prospective members.

Decision-Making Authority

- The contractor independently plans and delivers the chapter-development, advisor-support, state officer leadership, and officer-facing conference services described in the final agreement.
- Officer selection outcomes, Board policy interpretation, and other governance matters remain subject to the State Director's review and final approval.
- Final authority over Montana HOSA's strategic direction, budget, Board relationships, and organizational policy remains with the State Director.

Qualifications

- Experience in outreach, recruitment, education, nonprofit program coordination, or a related field
- Strong interpersonal and relationship-building skills, with the ability to engage effectively with students, educators, administrators, and community partners

- Excellent written and verbal communication skills
- Highly organized, self-directed, and comfortable managing multiple concurrent projects
- Willingness and ability to travel for required multi-day Montana and national events.
- Experience with CTSO (Career and Technical Student Organization) programs, HOSA, or health science education strongly preferred
- Comfortable with virtual meeting platforms, email outreach, and basic data tracking/reporting tools

What Success Looks Like

- Growth in the number of active Montana HOSA chapters, particularly in rural areas
- Strong advisor engagement and satisfaction through a cohort support structure, training, and ongoing support
- A well-prepared, mission-aligned State Officer Team supported through structured training, mentorship, and conference preparation
- Clear, consistent tracking of outreach and engagement data to inform strategy

Compensation & Terms

Montana HOSA anticipates a fixed contract fee of \$20,000 for the initial scope of services through June 30, 2027, subject to Board approval and execution of a final written agreement. Payment will be made in installments following submission of invoices and satisfactory completion or progress toward agreed deliverables. Approved travel expenses will be reimbursed separately and are not included in the contract fee.

To apply, please submit a resume and cover letter to montanahosa@katiemeier.co. Applications will be reviewed as received. Priority consideration will be given to complete applications received by 5:00 p.m. Mountain Time on Friday, September 25, 2026. The opportunity will remain open until filled.