



Assistant National Business Connections Coordinator

Assists the National Business Connections Coordinator in facilitation of the NACA Block Booking and Business Connections program at NACA events as needed.

Specific Responsibilities:

- With National Business Connections Coordinators, provides on-site Block Booking and Business Connections support for NACA events during each year of their term as needed. In conjunction with the NACA Office and National Business Connections Coordinator, they prepare and facilitate training for Regional Business Connections & Block Booking Coordinators.
- Provides input into the ongoing development and maintenance of the national Block Booking online system to the National Block Booking Coordinator.
- Recommends related policies to the NACA Office with the National Business Connections Coordinator.
- Oversees the Block Booking process at NACA events as needed.
- In conjunction with the NACA Office, works with the National Business Connections Coordinator to maintain documentation and records of all Block Booking progress to generate reports and provide statistical evidence to support policy change requests.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives into the conference planning process.
- Oversees and works directly with the Regional Business Connections & Block Booking Coordinators.
- Assures that the Association's Mission and Vision are reflected in the attendee experience by helping create an inclusive, hospitable environment where all attendees feel welcome and connected. This includes attending all events and meetings to set the tone for attendee engagement.
- Attends meetings as deemed necessary by the Chair of the Board.
- Additional responsibilities as assigned and agreed upon with volunteer supervisor and/or NACA office staff liaison.

Qualifications/Expectations:

- Supports NACA programs through attendance whenever possible.
- Attends NACA events to provide on-site support as needed.
- Must have served as a Regional Block Booking Coordinator or Block Booking Graduate Intern in the last 3-5 years.
- Supports NACA programs through attendance whenever possible.
- Must be a full-time professional staff member at an NACA member institution.
- Must have approval from and support of their institution (note: support is defined as financial as well as time out of the office, etc.).
- If the volunteer changes jobs during the position's term, the new school must also be a NACA member and provide a statement of support. The NACA Volunteer Development Manager must be informed of this change within two weeks and the new letter of support must be

received at the NACA Office within 30 days of selection. If not a member school, the school must join as a member within 30 days of hiring.

Association Support:

- Will receive registration waiver, hotel rooms, travel, meals and/or per diem for NACA Live and regional NACA conferences as appropriate when providing on-site support.
- NACA Connect
- Zoom
- NACA Google Drives

Term of Service/Time Commitment:

- Two Years
- May 1-April 30

NACA Office Liaisons:

- Experience & Events Director

Competencies:

- Relationship Development
- Networking and Business Relationships
- Professional Development
- Recruitment and Retention
- Policy Knowledge Development and Management
- Training
- Volunteer and Staff Management
- Supervising
- Strategic Planning
- Event Support
- Intentionality in Student Learning
- Cultivating a Sense of Belonging
- Fiscal Management
- Experiential Leadership Learning