



### **National Business Connections Team (NBCT) Assistant Coordinator**

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

**Key Competencies:** Networking and Business Relationships, Strategic Planning

#### **Specific Responsibilities:**

- Prepares and facilitates training for event volunteers on business connection efforts and policies.
- Provides on-site business support for NACA events by:
  - Overseeing business to ensure consistency from event to event
  - Coordinating logistical arrangements for computer services and volunteer staffing.
  - Staffing various business initiatives.
- Provides input into the ongoing development and maintenance of NACA 24/7.
- Assists with maintaining documentation and records of business progress to generate reports, illustrate annual progress, and provide statistical evidence
- Works with the NACA Office to recommend related policies.
- Maintains a thorough knowledge, understanding, and adherence to NACA Policies and Procedures.
- Assures that the Association's Mission, Vision, and Statement on Diversity are reflected in the attendee experience by helping create an inclusive, hospitable environment where all attendees feel welcome.
- Communicates the Association's mission and values to current and potential members to actively promote recruitment and retention.
- Additional responsibilities as assigned and agreed upon with NACA office staff liaison.

#### **Qualifications/Expectations:**

- Attends NACA conferences and NACA Live, supporting additional programs when possible.
- Experience with business connection efforts in the last 3-5 years.
- Must be a full-time professional staff member at an NACA member institution.
- You are encouraged to speak with a supervisor about professional opportunities presented by volunteering with NACA, such as professional and personal growth, and possible financial support.
- If the volunteer changes jobs during the position's term, the NACA Volunteer Development Specialist must be informed of this change within two weeks.
  - *The new school must also be a NACA member. 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.
- Access to NACA Google Drives
- NACA Office Liaisons: Chief Operations Officer

**Term of Service/Time Commitment:** Two Years, May 1 – April 30

- Approximately two hours a month, including meetings and independent planning/organization
  - *Time commitment is flexible and often dependent upon active projects.*

**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