



Recruitment & Recognition Coordinator

The Recruitment & Recognition Coordinator assists with recruiting, supporting, and recognizing members within the region.

Specific Responsibilities:

- Assists NACA staff with identifying and gathering the contact information of potential school and associate members.
- Creates opportunities at in-person/virtual programs to recruit and/or engage potential school and associate members.
- Assists with the onboarding and mentoring of new school members in the region.
- Supports new member retention efforts through direct outreach and communication efforts.
- Partners with the Associate Advisory Group and/or Associate Liaison to onboard and mentor new associate members in the region.
- In conjunction with the NACA staff, coordinates the promotion and recruitment of nominations and applications for regional and conference awards.
- Facilitates the selection process of the awards, including working with the Volunteer Development & Experience Lead to select the award selection committee.
- Communicates award recipient information to the NACA Office.
- Works with the region's Communication Lead on year-round member recognition efforts, including ensuring award winners are announced and recognized as appropriate.
- 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 conference events and meetings to set the tone for attendee engagement.
- Strongly encouraged to submit at least one educational program proposal for the conference.
- Attends all regularly scheduled regional meetings and conference calls.
- Additional responsibilities as assigned and agreed upon with volunteer supervisor and/or NACA staff liaison.

Qualifications/Expectations:

- Supports NACA programs through attendance whenever possible.
- Attends conference.
- Graduate student at or part-time (50%) or full-time employment by a 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 transition.

Association Support:

- NACA Connect

- Zoom
- NACA Google Drives

Term of Service/Time Commitment:

- April 1 – January 31

Supervision Received:

- Membership Team Lead

Supervision Exercised:

- Marketing Competition Coordinator

NACA Staff Liaison:

- Membership Development Manager
- Volunteer Development Manager

Competencies:

- Relationship Development
- Networking and Business Relationships
- Professional Development
- Recruitment and Retention