



Recruitment & Recognition Coordinator

The Recruitment & Recognition Coordinator works with the Membership team to recruit and recognize members within the region.

Key Competencies: Recruitment and Retention

Specific Responsibilities:

- Creates opportunities to recruit and/or engage potential school and associate members.
- Works with the Regional Leadership Team on year-round member recognition efforts.
- Assists NACA staff with identifying and gathering contact information of potential school and associate members.
- Welcomes new school members through personal outreach via email.
- 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, creating an announcement plan, and communicating award recipient information to the NACA Office.
- 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.
- Additional responsibilities as assigned and agreed upon with NACA staff liaison.

Qualifications/Expectations:

- Attends volunteer meetings via Zoom and attends NACA programs whenever possible.
- Graduate student at or part-time (50%) or full-time employment by a NACA member institution.
- Volunteers 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, NACA office staff must be informed of this change within two weeks.
 - If the new institution is not a member, they must join as a member within 30 days of hiring.

Association Support:

- Access to NACA Google Drives
- Office Liaison: Volunteer Development Specialist

Term of Service/Time Commitment: 1 year, May - April

- Approximately two hours per month, including meetings and independent planning/organization.
 - *Time commitment is flexible and often dependent upon RLT-planned initiatives.*

Supervision Received: Member Engagement Lead

Competencies:

- Recruitment and Retention
- Volunteer and Staff Management
- Cultivating a Sense of Belonging