



Inclusivity Coordinator

The Inclusivity Coordinator is responsible for assuring quality educational initiatives around issues of diversity, equity, inclusion, and accessibility that advance the NACA Statement on Diversity.

Specific Responsibilities:

- Utilizes the NACA Statement on Diversity as a guide to create and implement programs and activities that educate and promote different forms of diversity and to assist with recruiting presenters for educational sessions and programs addressing issues of diversity, equity, inclusion, and accessibility.
- Serves as an advocate within the Regional Leadership Team, ensuring that fellow volunteers understand the Statement on Diversity and that they do their part to ensure these ideals are addressed through all regional programs.
- 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:

- Education & Inclusion Team Lead

Supervision Exercised:

- N/A

NACA Staff Liaison:

- Director of Education and Research

Competencies:

- Relationship Development
- Networking and Business Relationships
- Professional Development
- Cultivating a Sense of Belonging