



## **NACA Live Team Member**

*In coordination with the NACA Live Chair and the National Office, NACA Live Team Members plan and execute initiatives for the national convention that are intended to create networking opportunities for members, enhance membership growth and engagement, and cultivate a space for conducting business.*

**Key Competencies:** Event Support, Cultivating a Sense of Belonging

### **Specific Responsibilities:**

- Pre-Event
  - Brainstorms initiatives aimed at fostering attendee engagement, business connections, and a diverse educational experience.
  - Serves as primary program ambassador leading up to the event and while onsite, including, but not limited to, posting about Association events and services on personal social media platforms and NACA Connect communities to drive awareness and encourage member engagement.
  - Communicates logistical and volunteer needs for convention initiatives to the NACA Live Chair.
  - Assists in solicitation of onsite volunteers, as needed.
  - Coordinates implementation of specific initiatives, with support from the NACA Office and additional volunteers as needed.
  - Reviews educational program proposals and is strongly encouraged to submit one.
  - Attends all regularly scheduled NACA Live meetings.
- On-Site
  - Attends on-site meetings as decided upon by NACA Live Chair.
  - Works to bring NACA's mission and vision to life by participating in the following:
    - Staff registration table, along with NACA office staff.
    - Marketplace Grand Opening Welcome, focusing on high energy excitement to promote interaction between attendees.
    - Facilitation of team initiatives.
- 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 NACA® Live for the duration of the event.
- Part-time (50%) or full-time employment by a 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:**

- Access to NACA Google Drives
- NACA Office Liaison: Experience and Events Director

**Term of Service/Time Commitment:** June 1 – March 15

- Approximately one hour a week, including meetings and independent planning.
  - *Time commitment is flexible and often dependent upon team-planned initiatives.*

**Supervision Received:** NACA® Live Chair

**Competencies:**

- Relationship Development
- Volunteer and Staff Management
- Networking and Business Relationships
- Event Support
- Intentionality in Student Learning
- Cultivating a Sense of Belonging