



## **Educational Programs Coordinator**

The Educational Programs Coordinator works with the rest of the Education & Inclusion Team to plan and execute regional educational programs for all membership types.

### **Specific Responsibilities:**

#### *General Responsibilities*

- Plans and executes year-round educational efforts that help meet the Association's learning outcomes and RLT goals for members in the region.
- Integrates active communication from NACA staff regarding results of any needs assessment indicating trends, themes, and topics of relevance for member development planning.
- Attends all regularly scheduled regional meetings and conference calls.
- Additional responsibilities as assigned and agreed upon with volunteer supervisor and/or NACA staff liaison.

#### *Conference Responsibilities*

- Assists in the recruitment and review of education program proposals for the conference.
- Coordinates passive and active programming in any lounges, including recruitment of facilitators and advertisement of events.
- Assists in the planning and inclusion of featured speakers into the conference program.
- Strongly encouraged to submit at least one educational program proposal for the conference.
- 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.

### **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

- NACA Website Education Session Review Portal

**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 & Research

**Competencies:**

- Relationship Development
- Networking & Business Relationships
- Strategic Planning
- Event Support
- Intentionality in Student Learning
- Professional Development