



### **Leadership Fellows Coordinator**

*The Leadership Fellows Coordinator oversees the NACA® Leadership Fellows Program, which seeks to provide leadership development and related opportunities to new professional members from underrepresented populations within the NACA membership. The program is designed to help participants become familiar with NACA governance, programs and professional development opportunities.*

**Key Competencies:** Professional Development, Relationship Development, Intentionality in Student Learning

**Specific Responsibilities:** (In conjunction with NACA Staff Liaison)

- Oversees and coordinates the Leadership Fellows program, strategizing to ensure program outcomes are met by creating a curriculum.
- Following NACA guidelines, selects a diverse group of Fellows and mentors.
- Facilitates monthly meetings with Fellows, based on curriculum and program outcomes.
- Communicates with Fellows and mentors to see how their relationship is progressing.
- Serves as a resource to mentors and Fellows.
- Attends NACA® Live, develops and facilitates an educational session to highlight the program.
- Leaders (defined as Chair, Coordinator, or Facilitator) may be periodically asked to provide reports to the Board of Directors. These reports will include updates from their team towards the group charge and/or strategic plan.
- Additional responsibilities as assigned and agreed upon with NACA office staff liaison.

**Qualifications/Expectations:**

- Must have been in the field five years or more.
- Part-time (50%) or full-time employment by a NACA member institution.
- Supports NACA programs through attendance whenever possible.
- 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: Volunteer Development Specialist

**Term of Service/Time Commitment:** Two Years, May 1 – April 30

- Approximately two hours a month, including meetings and independent planning/organization
  - *Time commitment is flexible and often dependent upon active projects.*

**Competencies:**

- Relationship Development
- Professional Development
- Recruitment and Retention
- Volunteer and Staff Management

- Strategic Planning
- Intentionality in Student Learning
- Cultivating a Sense of Belonging