



## **Event Coordinator**

The Event Coordinator works with the rest of the Regional Leadership Team to plan and execute virtual and in person events for the region.

### **Specific Responsibilities:**

- Provides support in the planning and execution of year-round virtual and/or in person events for members in the region.
- Integrates active communication from NACA staff regarding results of any needs assessment indicating trends, themes, and topics of relevance into regional event planning.
- 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.
- Attends all regularly scheduled regional meetings and 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.
- 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:**

- Events Team Lead

### **Supervision Exercised:**

- N/A

### **NACA Staff Liaison:**

- Experience & Events Director
- Meeting & Experience Manager

**Competencies:**

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

**Skills Obtained:**

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