



### **Business Connections Coordinator**

The Business Connections Coordinator facilitates business connections and networking opportunities for school and associate members in the region and on-site at conferences and events.

#### **Specific Responsibilities:**

- Coordinates regional Block Booking activities and works with the Associate Advisory Group liaison and National Business Connections Team to facilitate business connections year-round.
- Works with the Regional Leadership Team, Associate Advisory Group liaison, and National Business Connections Team to ensure that the business components of the conference and regional events are as successful as possible.
- In conjunction with the NACA Office and National Business Connections Team, facilitates educational offerings surrounding business activities.
- Presides at Business Connections meetings at the conference and other regional and/or national activities, where appropriate.
- Staffs the Business Connections counter in the Campus Activities Marketplace at the conference and at other regional activities, where appropriate.
- Fosters a sense of positive customer service and helpfulness for all system users (associates and school members alike) through transparent decision making, listening to concerns, and addressing problems as appropriate.
- Troubleshoots online system as well as user problems on site and leading up to conference or event with assistance from the National Business Connections Team.
- Presents an educational program in conjunction with the National Business Connections Team for the conference.
- Works with the National Business Connections Team to create and share educational resources to NACA members to help promote NACA 24/7 and other business-related pieces
- Participates in all regularly scheduled meetings and required trainings.
- 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 regional or conference events and meetings to set the tone for attendee engagement.
- 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
- Will receive a reimbursement check for one-half of the double room rate for one night's lodging for the time they are required to arrive early for conference to attend required meetings.

**Term of Service/Time Commitment:**

- April 1 – January 31

**Supervision Received:**

- Membership Team Lead

**Supervision Exercised:**

- N/A

**NACA Staff Liaison:**

- Experience & Events Director

**Competencies:**

- Relationship Development
- Networking and Business Relationships
- Professional Development
- Event Support
- Recruitment and Retention
- Technology
- Training