



### **Education & Inclusion Team Lead**

*The Education & Inclusion Team Lead strategically coordinates regional educational programs related to student development, professional development, and associate development.*

**Key Competencies:** Supervising, Professional Development

#### **Specific Responsibilities:**

- Guides Regional Leadership Team (RLT) in the planning and execution of year-round educational efforts for the region in collaboration with national programming.
- Communicates with all volunteers under the RLT Education umbrella throughout their volunteer experience to ensure tasks are completed and they feel engaged with the planning process.
- Works cross-functionally with the larger RLT on initiatives, delegating tasks to Education Team as necessary.
- Communicates and coordinates with fellow Education & Inclusion Team Leads to collaborate on educational initiatives.
- Serves as an advocate within the RLT, ensuring the team understands the Association's Mission, vision, and Statement on Diversity and works to ensure these ideals are addressed in regional programs.
- Additional responsibilities as assigned and agreed upon with NACA staff liaison.

#### **Qualifications/Expectations:**

- Attends volunteer meetings via Zoom and attends NACA programs whenever possible.
- Must be a part time (50%) or full-time professional staff member at a NACA member institution.
- Volunteers 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, NACA office staff must be informed of this change within two weeks.
  - If the new institution is not a member, they must join as a member within 30 days of hiring.

#### **Association Support:**

- Access to NACA Google Drives
- Office Liaison: Director of Education and Research

#### **Term of Service/Time Commitment:** 1 year, May - April

- Approximately one and a half hours a week, includes meetings and independent planning.
  - *Time commitment is flexible and often dependent upon RLT-planned initiatives.*

**Supervision Received:** Regional Leadership Team Chair

**Supervision Exercised:** Educational & Inclusion Programs Coordinators

#### **Competencies:**

- Professional Development
- Relationship Development
- Networking and Business Relationships
- Strategic Planning
- Intentionality in Student Learning
- Volunteer and Staff Management
- Supervising
- Cultivating a Sense of Belonging