



National Showcase Selection Coordinator

Serves as the chief volunteer coordinating the Showcase Selection process at both the national level and regional level, in conjunction with the NACA Office, and ensures the ongoing communication among the national team and regional Showcase Selection and Marketplace Coordinators.

Specific Responsibilities:

- Supervises efforts of the team and regional Showcase Selection and Marketplace Coordinators.
- In conjunction with the Assistant National Showcase Selection Coordinators, provides showcase selection support for NACA events at showcase selection meetings.
- In conjunction with the NACA Office and Assistant National Showcase Selection Coordinators, prepares and facilitates training for regional Showcase Selection and Marketplace Coordinators and showcase selection committee.
- Provides input into the ongoing development and maintenance of the showcase selection process, operations, and documentation to the designated NACA Office staff member.
- Works with the NACA Office and regional Showcase Selection and Marketplace Coordinators to recommend related policies to the NACA Office.
- Develops reports to present to the NACA Office, Past Chair of the Board of Directors and National Showcase Selection team to illustrate the progress made from year to year.
- In conjunction with the NACA Office, maintains documentation and records of all showcase selection progress to generate reports and provide statistical evidence to support policy change requests.
- Participates in regular as schedule conference calls.
- Attends meetings as deemed necessary by the Chair of the Board.
- Additional responsibilities as assigned and agreed upon with volunteer supervisor and/or NACA office staff liaison.

Qualifications/Expectations:

- Must have served as an Assistant National Showcase Selection Coordinator and/or Regional Showcase Selection Coordinator (2015 or later).
- Must be able to provide support to the Showcase Selection committee meetings for NACA events as needed.
- Supports NACA programs through attendance whenever possible.
- 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:

- One Year
- May 1 – April 30

NACA Office Liaisons:

- Associate Services Manager
- Experience & Events Director

Competencies:

- Relationship Development
- Networking and Business Relationships
- Professional Development
- Policy Knowledge, Development, and Management
- Training
- Volunteer and Staff Management
- Supervising
- Event Support
- Intentionality in Student Learning
- Fiscal Management