



Events Team Lead

The Events Team Lead is responsible for managing the planning & execution of regional events.

Key Competencies: Supervising, Event Support

Specific Responsibilities:

- Guides team members in the planning and execution of regional events in collaboration with national programming and the Association's Mission and Vision.
- Communicates with all volunteers under the Events umbrella throughout their volunteer experience to ensure tasks are completed and that they feel engaged with the planning process.
- Works cross-functionally with the larger team on initiatives, delegating tasks to Events Team as necessary.
- Communicates logistical needs for on-site programs, event challenges, and successes with NACA staff.
- Supervises event team projects for regional events, supporting these positions in creating and implementing initiatives for regional events.
- 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: Experience & Events Director

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:

- Event Coordinator
- Student Event Team

Competencies:

- Relationship Development
- Volunteer and Staff Management
- Supervising
- Cultivating a Sense of Belonging
- Networking and Business Relationships
- Event Support
- Strategic Planning