



Education & Inclusion Programs Coordinator

The Educational Programs Coordinator works with the Education & Inclusion Lead to plan and execute educational programs for all membership types, serving as an advocate for NACA's statement on Diversity.

Key Competencies: Professional Development

Specific Responsibilities:

- Plans and executes year-round educational efforts that help meet the Association's learning outcomes and Regional Leadership Team (RLT) goals for members in the region.
- Utilizes NACA's educational resources (i.e. Competencies and Diversity Statement) to create and implement educational programs and activities.
 - Assist with recruiting presenters for educational programs.
- Assures that the Association's Mission, Vision, and Statement on Diversity are reflected in the attendee experience by helping create an inclusive, hospitable environment where all attendees feel welcome.
- Additional responsibilities as assigned and agreed upon with NACA staff liaison.

Qualifications/Expectations:

- Attends volunteer meetings via Zoom and attends NACA programs whenever possible.
- Graduate student or part-time (50%) or full-time employee 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 & Research

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

- Approximately two hours a month, including meetings and independent planning/organization.
 - *Time commitment is flexible and often dependent upon RLT-planned initiatives.*

Supervision Received: Education & Inclusion Team Lead

Competencies:

- Professional Development
- Networking & Business Connections
- Intentionality in Student Learning
- Cultivating a Sense of Belonging