



Event Coordinator

The Event Coordinator works with the Event Team Lead to plan and execute virtual and in person events for the region

Key Competencies: Event Support

Specific Responsibilities:

- Supports in planning and executing year-round virtual and/or in-person events for members in the region.
- Works cross-functionally with the larger team on programs as necessary.
- 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: Experience & Events Director

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: Events Team Lead

Supervision Exercised: Student Events Team

Competencies:

- Event Support
- Intentionality in Student Learning
- Professional Development
- Cultivating a Sense of Belonging