

## **Communications Coordinator**

**Supervision received:** Conference Logistics Coordinator

**General Responsibilities:** The Regional Communications Coordinator coordinates the production and distribution of conference marketing materials.

### **Specific Responsibilities:**

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- Coordinates with the NACA Office Staff graphic designer to produce the pre-conference information, save the date postcard, regional conference program, conference logo and other printed materials promoting the conference; coordinates review of these materials with the NACA Office prior to publication.
- Coordinates and produces signage for the event.
- Works with graphic designer to adhere to the budget for various publications.
- Adheres to deadlines for all regional publications and solicits contributions from the RCPC, national leadership and NACA Office as needed.
- Adheres to the budget for various publications as outlined in the budget approved by the Board of Directors.
- Provides information, as requested, for national publications
- Provides consistent application of standards outlined in the NACA *Stylebook* to the regional conference publications
- Provides information for the NACA Web site to the NACA Office within the appropriate timelines;
- Records, edits, and distributes minutes from all meetings; provides to the Vice Chair for Regions and the NACA Office.
- Updates and maintains regional records, history and photographs.
- Attends all regularly scheduled regional meetings.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions Principles* to recommend others to fill available positions in the NACA leadership and takes the necessary steps to achieve a diverse Association both through the recruitment of volunteers and suggesting to the Board of Directors new or modified programs and services for the Association's members.
- Adheres to minimum guidelines for regional conferences.

**Term of Office:** September 15 of the current year through December 15 of the next year  
(For Northern Plains, March 15 of the current year through May 30 of the next year)

### **Qualifications:**

- The Communications Coordinator must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)

The Communications Coordinator must have approval from and support of their institution prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.).