

Professional Development Programs Coordinator

Supervision received: Education and Professional Development Coordinator

Supervision exercised: Graduate Intern for Educational Programs

General Responsibilities: The Professional Development Programs Coordinator assures consistent quality in programming for professional staff attending the regional conference.

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.
- Coordinate planning and implementation of Professional Development Luncheon
- Receives active communication from NACA office staff regarding results of any needs assessment indicating trends, themes and topics of relevance for professional development planning.
- Arranges volunteer hosts for featured speakers who will contact them in advance of the conference to discuss specifics relating to the audience for presentations and answer any questions about the conference as a whole.
- In advance of the conference and in conjunction with NACA Office staff, plan itinerary for featured speakers and share itinerary information with featured speakers. When appropriate, plan hosts for featured speakers as well as meal outings, check in assistance, or other necessary steps to present a courteous and professional image for NACA.
- 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.
- Attends all regularly scheduled regional meetings.
- 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 Service: January 1 through December 15. (For Northern Plains, June 1 to April 30)

Qualifications:

- The Professional Development Programs 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.)

A letter indicating institutional support for the volunteer application is required prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.)