



### **Cohort Facilitator**

*A Cohort Facilitator serves as a facilitator of a community based on a functional area (ex. Student Government) or demographic (ex. Graduate Students). They will work to create spaces for conversation, creativity, and networking. Facilitators will be asked to host meetups, leverage social media platforms, and collaborate with other NACA volunteers.*

**Key Competencies:** Cultivating a Sense of Belonging, Relationship Development

### **Specific Responsibilities**

- Serve as a virtual facilitator of a group of professionals based on functional areas or demographics.
- Host a virtual Cohort Meetup once a month.
  - *This includes scheduling chats through NACA's Volunteer Request form, promoting attendance through NACA Connect and personal channels, identifying conversation topics, and creating discussion questions.*
- Encourage engagement in communities through semi-frequent NACA Connect posts.
- Act as a NACA ambassador by posting about community events, resources, and opportunities on personal social media platforms.
- Engage with other volunteer groups, including Regional Leadership Teams, to collaborate on shared events and/or resources.

### **Qualifications/Expectations:**

- Must have at least 3 years of experience with respective area in Campus Activities.
- Must have a comprehensive knowledge of trends and issues in specific functional area, as demonstrated through professional development, attendance at national student affairs conferences, and/or job experiences within Campus Activities and student affairs.
- Supports NACA programs through attendance whenever possible.
  - *While there are benefits to on-site participation, NACA recognizes it is not always financially feasible.*
- Part-time (50%) or full-time employment by a NACA member institution.
- You 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 term, the NACA Volunteer Development Specialist must be informed of this change within two weeks.
  - *The new school must also be a NACA member. If not a member school, the school must join as a member within 30 days of hiring.*

### **Association Support:**

- Access to NACA Google Drives
- NACA staff liaison

**Term of Service/Time Commitment:** One year; May 1st – April 30<sup>th</sup>

- Meet-Ups will be held for 45 – 60 minutes at least once a month.
- Additionally, approximately two to four hours a month will be utilized for independent or group work.

### **Competencies Obtained:**

- Relationship Development
- Networking and Business Relationships



- Professional Development
- Cultivating a Sense of Belonging
- Relationship Development
- Experiential Leadership Learning