



Leadership Fellows Coordinator

The Leadership Fellows Coordinator oversees the NACA® Leadership Fellows Program. NACA's Leadership Fellows Program seeks to provide leadership development and related opportunities to new professional members from underrepresented populations (including but not limited to: ability, age, sexual orientation, religion, socioeconomic status, race, ethnicity, sex, gender, etc.) within the NACA membership. Additionally, the program is designed to help these individuals become familiar with NACA governance, programs and professional development opportunities.

Specific Responsibilities:

- Coordinates the Leadership Fellows program, communicating with the Chair of the Diversity Advisory Group and the NACA Office Volunteer Development Manager on status of applicants, selection, progress of program, etc., as needed and applicable.
- Selects fellows and mentors.
- Coordinates and facilitates mentor/fellow relations via monthly conference calls and on-site at conferences and NACA® Live.
- Communicates with fellows to see how relationship is going.
- Communicates with mentors to see how program is going.
- Serves as a resource to mentors and fellows for information.
- Develops and facilitates the annual educational session highlighting the Leadership Fellows program at NACA® Live.
- Additional responsibilities as assigned and agreed upon with volunteer supervisor and/or NACA office staff liaison.

Qualifications/Expectations:

- Preference for the Leadership Fellows Coordinator position may be given to the applicant who is a past Leadership Fellow or Mentor.
- Supports NACA programs through attendance whenever possible.
- Part-time (50%) or full-time employment by a NACA member institution.
- Must have approval from and support of their institution (note: support is defined as financial as well as time out of the office, etc.).
- If the volunteer changes jobs during the position's term, the new school must also be a NACA member and provide a statement of support. The NACA Volunteer Development Manager must be informed of this change within two weeks and the new letter of support must be received at the NACA Office within 30 days of selection. If not a member school, the school must join as a member within 30 days of transition.

Association Support:

- NACA Connect
- Zoom
- NACA Google Drives

Term of Service/Time Commitment:

- Two Years
- May 1 – April 30

NACA Office Liaison:

- Volunteer Development Manager

Competencies:

- Relationship Development
- Professional Development
- Recruitment and Retention
- Volunteer and Staff Management
- Supervising
- Strategic Planning
- Event Support
- Intentionality in Student Learning
- Cultivating a Sense of Belonging

Skills Obtained:

-