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Regional Engagement Coordinator Position Description

Regional Engagement Coordinators will focus heavily on member outreach, communication and engagement of members in the NCNA region in which they represent. They will play a critical role in membership recruitment and retention and will contribute to the Board of Directors' membership growth goal per the NCNA strategic priorities. Through the role of the Regional Engagement Coordinator, regional membership growth and engagement will increase the value and awareness of NCNA across the state. Regional Engagement Coordinators will work closely with NCNA and the BOD to reach this goal by providing members of the region with support, programming, and other engagement opportunities.

Regional Engagement Coordinators will meet periodically as a team of 8 to compare best practices ideas, while also seeking opportunities for collaboration. NCNA staff will continue to support these 8 individuals with logistical details and communications to execute regional programming, regional newsletters and more.

Primary Responsibilities include:

- Plan, promote and facilitate a minimum of 2 regional programs per calendar year
- Communicate with the membership at least one time per quarter
- Report region activities, suggestions, and recommendations to the NCNA BOD
- Submit annual budget and planning requests to the NCNA BOD and/or NCNA Finance Committee, as requested
- Must be a current NCNA member AND live or work in the region they represent