

**NAFSA: Association of International Educators  
Region X Position Description**

**ADVOCACY COORDINATOR**

- Term:** Two years, two months
- Appointment:** By the regional Executive Committee in consultation with the current Advocacy Coordinator
- Qualifications:** A NAFSA member. Minimum of two years experience in the field of international education. Must have institutional support for acceptance of responsibilities. A demonstrated commitment to the concept of professional development through participation in conferences and workshops, and to public policy and advocacy efforts in NAFSA at the regional and national level. Ability to foster communications between the national, regional, state and local government levels and non-governmental organizations. Advocacy and/or communications experience preferred.
- Time Commitment:** One hour per week throughout the year, with increased responsibilities and time commitment before NAFSA Advocacy Day, in addition to time commitment for conference calls and meetings.
- Responsibilities:** Attend all team meetings, regional conferences, state conference, and when possible, the Annual NAFSA Conference. (Note that some regional team meetings may be held as teleconferences at the discretion of the Chair):

4 Team Meetings: Spring Team Training (Feb-March); Team Meeting at Annual conference (May-June); Pre-regional Conference Meeting (October-November); Post-regional Conference Meeting (October-November)

Annual NAFSA Conference (May-June): Attend NAFSA advocacy meetings, regional team meetings, and regional business meeting

Conference calls (Throughout the year, but weekly leading up to the Regional Conference): Provide updates to team about advocacy efforts in the region

- Attend NAFSA Advocacy Day (travel, shared lodging, and meals covered).
- Coordinate the Region's Advocacy Day efforts including: encouraging participation from the region; soliciting applicants for travel grants; helping participants find roommates/rideshare; collecting facts and anecdotes from participants; sharing Advocacy Day experience with the region. (Advocacy Day usually takes place in early- to mid-March in Washington, D.C.).
- Serve as a responsible member of the regional team.

- Coordinate the public policy and advocacy efforts in the region. Develop and disseminate materials on advocacy to regional members.
- Promote institutional advocacy by creating surveys and compiling data/tools for advancement of international student offices within their own institutions, *i.e.* *student/advisor ratios*.
- Publicize advocacy efforts within the region for letter-writing, calling, or contact to appropriate legislators or other parties.
- Promote sessions involving public policy and advocacy to ensure diversity of content at regional conferences: generating/soliciting proposals, recruiting presenters and participating in the presentation as necessary.
- Work with State Representatives to become knowledgeable about public policy issues in the states that affect international education; be current on critical issues and efforts within the states; work with the State Representative to develop strategies for dealing with specific measures which will impact international education.
- Liaison with NAFSA's public policy office to learn of current issues and responses at both the state and federal levels, and share information about issues and sentiments with the states/region.
- Assist Chair-Elect in recruiting, selecting, and training replacement. Serve as mentor to successor.
- Encourage all forms of professional development activity within the region.
- Identify potential members and encourage membership in NAFSA. Represent NAFSA at non-NAFSA functions.