

POSITION DESCRIPTION (NAFSA REGION IV)

Communications Coordinator

Term: 3 years

Appointment: By Regional Chair-stream

Qualifications:

- A NAFSA and Region IV member
- Two years of relevant experience
- Demonstrated commitment to international education and exchange
- Demonstrated commitment to the concept of professional development through participation in conferences and workshops
- Ability to foster communication between the national and regional levels
- Observance of NAFSA's statement of Ethical principles
- Previous experience in international education with strong writing, editing, journalistic, and computer skills
- Willingness to serve as a part of the regional leadership through working with the chair-stream on team training and conference planning
- Support and encouragement of home institution to carry out responsibilities of the position, including required meetings and travel (see below)

Responsibilities:

- Ensure that the Region IV website content is up-to-date, including team contact information, conference and event updates, application deadlines, open team member positions, and info/updates from team members
- Work with the conference planning team to successfully carry out regional conference:
 - Regularly notify Region IV members about conference updates
 - Assist with publicity of events
 - Create the conference program (online and print)
 - Assist with setting up the conference registration form, as needed
 - Take pictures (or delegate someone) during conferences/events for the Region IV website
- Initiate regular communication with Region IV team members to ensure publicity of events, issues, and resources related to states, Knowledge Communities, etc. including preparing quarterly newsletter
- Manage Region IV social media accounts
- Maintain a list serve of regional members to communicate issues, provide information, and allow for discussions among members in the region
- Make suggestions for technical improvements to ensure quicker, more reliable, and more effective communications between the region and its members.
- Prepare written reports of activities, as requested by the chair-stream
- Ensure a smooth transition for the successor to the Region IV Communications Coordinator
 - Store all material used or developed on the NAFSA National e-community for Region IV Communications Coordinator
 - Update the job description as needed

Required meetings and travel:

- Spring Team/Conference Planning Meeting (travel, shared lodging, and meals covered)
- Annual Conference (reimbursed \$100), attending these sessions as possible:
 - Region IV Team Meeting (attendance required for reimbursement)
 - Region IV Update Meeting
 - National Team Meetings related to your position
- Regional Conference (reimbursed \$100), attending these sessions as possible:
 - Team Meeting (attendance required for reimbursement)
 - Opening Reception
 - Leadership or Newcomers Meeting
 - All Special Events
- State meetings, as is possible

Benefits:

NAFSA Region IV provides access to resources and networking throughout the year and the work could not be accomplished without the skills of an accomplished regional team. Some of the benefits to you are:

- Meeting and networking with peers at other organizations and institutions within the region
- Serving as a mentor to others and identifying resources to support the needs of individuals within the region
- Gaining visibility on your own campus as a leader in the field of international education
- Building your resume by documenting your strengths and expanding your experience
- Learning more about NAFSA's strategic directions and organizational structure