



NATIONAL ASSOCIATION
FOR COMMUNITY COLLEGE
ENTREPRENEURSHIP

Coordinator of the Minority Males Program & Member Support

The National Association for Community College Entrepreneurship (NACCE)

JOB SUMMARY:

The Coordinator is responsible for managing the minority males portion of the Verizon Innovative Learning (VIL) project to ensure that the Historically Black Colleges and Hispanic Serving Institutions that participate to provide the project management and support to ensure that project goals are met or exceeded.

ESSENTIAL FUNCTIONS:

- Provide leadership and program management for the Verizon Innovative Learning project working closely under the supervision of the Director of Projects and Membership college camp directors. Communicate with colleges, Verizon staff and NACCE staff in accordance with the timeline and project plan.
- Provide project leadership for other projects, as needed.
- Lead and participate in the development of professional development training that is desired by NACCE members and generates revenue for the organization.
- Provide leadership for the cultivation of new members working closely with the Director of Projects & Member Services.
- Provide reports and analysis as needed
- Provide curriculum and technology support by working with the Arizona State University team.
- Travel to colleges for site visits, conferences, colleges and regions across the United States as needed in order to meet project and membership goals.

ADDITIONAL DUTIES:

- Provide research and support for the Director of Projects & Membership and other staff members as needed.
- Hold regular virtual office hours for camp directors of all 40 schools.
- Track progress and manage data and records on-line and through organizational tools.
- Continually learn about new approaches, tools, and opportunities to advance the mission of NACCE.

ESSENTIAL EDUCATION, EXPERIENCE AND/OR SKILLS:

- A minimum of 3 – 5 years of successful professional experience working as a teacher, faculty member, curriculum designer or project manager in higher education is required.
- Exceptional organizational skills and the ability to successfully manage multiple complex projects.
- Sales experience is highly desired.
- A Bachelor's degree from an accredited university is required and a Master's degree in education is a plus.
- Graduates of historically black colleges and persons with diverse ethnic backgrounds are strongly encouraged to apply.

This position may be virtual/home based, but does require travel to two national conferences, the annual retreat and site visits as needed.