

NASC and Educational Relations Coordinator

Job Description

(3 year term)

Purpose

The role of the NatStuCo and Educational Relations Coordinator is to act as a liaison between PASC and other student leadership and adult educational organizations, including the planning and oversight of programming and conferences.

Duties

- Oversee the NASC and Educational Relations committee
- Oversee the planning of a yearly trip to the National Association Student Council or VISION conference)
- Oversee the planning for the PASC delegation to the NASSCED Northeast Region Conference. (Change to northeast regional conference. Region 2 no longer officially exists.)
- Plan the NASSCED Northeast Region 2 conference when PA is chosen to host.
- Work with NatStuCo and Northeast Region 2 to select adult and/ or student representatives from PASC.
- Promote NatStuCo, NHS, NJHS, and other national student organization programs.
- Liaise with the NASSP, PASSP, PASA, PSBA, IUs, and other adult led educational organizations.
- Liaise with the PA National Honor Society Coordinator.
- Work with the Awards, Scholarship, and Recognition Coordinator to review the High School Advisor of the Year applications.
- Coordinate with Executive Director, Assistant Executive Director and Regional Directors to promote the National Student Council Conference.
- Coordinator with the Marketing & Public Relations Coordinator to share and promote information regarding conferences and relevant programs from affiliate organizations.
- Maintain and update all relevant information and applications on pasc.net

Other Expectations

- Attend all Executive Board meetings during the year (1 virtual, 1 in person)
 - Hold, at least, two virtual committee meetings per year.
 - Prepare an agenda for each committee meeting.
 - Coordinate with the student committee chair on agenda and report for the Executive Board meetings.
 - Respond to emails and other correspondence in a timely manner
 - Maintain and update all relevant dates on the PASC master calendar.
- More detailed information available upon request

How to Apply

Complete an application, available at <https://www.pasc.net/exec-board-positions>

Please send any questions to executivedirector@pasc.net

Position created: 1991

Revised: Aug 2000

Revised: Jan 2018

Revised: July 2025