

**Job Title:** Programs Manager

**Reports To:** Senior Director of Academic and Professional Programs

**FLSA Status:** Exempt

**Department:** Programs

**Location:** Dallas, Texas

## ABOUT SHPE

The Society of Hispanic Professional Engineers (SHPE) was founded in Los Angeles, California, in 1974 by a group of engineers employed by the city of Los Angeles. Their objective was to form a national organization of professional engineers to serve as role models in the Hispanic community. The concept of Networking was the key basis for the organization. SHPE quickly established two student chapters to begin the network that would grow to encompass the nation as well as reach countries outside the United States. Today, SHPE enjoys a strong but independent network of professional and student chapters throughout the nation.

## MISSION

SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support and development.

## VISION

SHPE's vision is a world where Hispanics are highly valued and influential as the leading innovators, scientists, mathematicians and engineers.

## JOB DESCRIPTION

The Program Manager is responsible for managing and executing SHPE programs and initiatives including the ongoing development and management of technology and innovation programs, website content, and online learning. This position requires a strong understanding of technology and implementation strategies, project management, business writing, data analysis, and program evaluation skills. The Program Manager is a candidate with a strong commitment to teamwork and a willingness to quickly transition between tasks and projects as needed. Additionally, the Program Manager has an optimistic attitude, openness to learning new skills and professional development opportunities, and the ability to succeed in a fast-paced, ever-changing environment.

## RESPONSIBILITIES

### Program Leadership and Management

- Manage multiple, complex project deliverables for multiple audiences; create project proposals, charters, and work plans to support pilot and program implementation
- Maintain and update SHPE materials on various platforms; and assist with quality review protocols to ensure SHPE's materials are high quality, relevant and up-to-date
- Enable and manage all SHPE online learning tools and resources
- Manage content for Program-related SHPE applications
- Support the development of innovative training, curriculum materials, and Train-the-Trainer models that reflect current best practices in adult education and facilitation
- Support in identifying and evaluating new products, technologies, and services to enhance SHPE's capabilities and capacities in Programs
- Audit, manage, and update SHPE Programs on an annual basis to ensure best-practices and participant engagement
- Manage and coordinate the Programs website content and webpages
- Serve as the visionary and strategic creator/designer, and manager of the Technology and Innovation Conference at SHPE's annual convention
- Develop and manage all competitions at SHPE's annual convention

### Program and Business Development

- Identify and assist with the cultivation of external partners and organizations that can support the design and delivery of SHPE's national programs and services including but not limited to, technology/innovation conference, programs and services
- Research best practices in education in order to enhance SHPE's understanding and knowledge of current trends in the field
- Present SHPE Programs strategies at various events and venues

### Regional Support

- Support the regional leadership training program for chapter leaders, regional leaders, and national leader
- Other related duties as assigned or as become evident
- Responsibilities are non-exhaustive; SHPE reserves the right to make changes without advance notice at its sole reasonable discretion

## MANDATORY JOB QUALIFICATIONS

- Master's degree from a four-year college or university or Bachelor's degree with 5+ years of relevant experience

## REQUIRED WORK EXPERIENCE

- One to two years related experience and/or training in STEM education
- Ability to
  - read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government policy
  - write reports, business correspondence, and procedure manuals
  - effectively present information and respond to questions from managers, staff, Board of Directors, SHPE leaders, members, volunteers, sponsors, exhibitors, other stakeholders, and the general public
- Ability to:
  - partner and build relationships with team members
  - oversee a team of volunteers
  - work independently and collaboratively with a variety of constituents

## DESIRED SKILLS AND EXPERIENCE

- Strong interpersonal communication skills (written and verbal)
- Strong planning and organizational skills
- Detail-oriented
- Strategic-thinking
- Flexible & Proactive
- Action-oriented
- Dependable and able to work without significant supervision
- Working knowledge of MS office

## DEMONSTRATED COMPETENCIES

- Passion for and responsibility to the various stakeholders
- Leadership through innovation
- Relentless commitment to excellence and diversity/inclusion

## WORK ENVIRONMENT AND TRAVEL

- Moderate noise level
- Fast-paced
- Required travel to SHPE's National Convention, National Institute for Leadership Advancement (NILA), seven Regional Leadership Conferences (RLDCs), and other national programs and initiatives
- Occasional evening or weekend work and travel

## PHYSICAL DEMANDS

- Ability to stand one third of the time
- Ability to lift 10lbs or less one third of the time
- Ability to walk one third of the time
- Ability to sit more than two thirds of the time
- Ability to talk and hear two thirds of the time

## COMPENSATION AND BENEFITS

- Annual salary is commensurate with experience
- Benefits package includes medical, dental, vision, retirement plan, and vacation

## SUBMISSION REQUIREMENTS

Interested candidates should submit the following items electronically to [HR@shpe.org](mailto:HR@shpe.org)

- Resume
- Cover letter (with the subject Programs Manager Tech Focus)
- 3 professional references
- Salary requirements

Note: Submission deadline is revolving until filled.

## EEO STATEMENT

It is the policy of SHPE not to discriminate against any individual employee, group of employees or prospective employee for reasons of race, color, religion, creed, gender, gender identity, gender expression, national origin, sex, pregnancy or related medical conditions, age, marital status, ancestry, sexual orientation, physical or mental or sensory disability, genetic information, military status or any other consideration protected by applicable federal, state or local laws. SHPE is committed to providing equal opportunities in all employment-related activities including, but not limited to: recruiting, hiring, advancement, compensation, training, benefits, transfers, and terms of employment. SHPE promotes equal opportunities for all employees and applicants for employment. Further, SHPE will fully comply with all applicable equal employment federal, state and local laws and regulations.