



Job Title: Coordinator, Events
Reports To: Senior Director, Conferences and Events
FLSA Status: Exempt
Department: Events
Location: Anywhere in U.S.

About SHPE

SHPE (Society of Hispanic Professional Engineers) is a nonprofit organization serving and advancing Hispanics in STEM. With more than 13,000 student and professional members, SHPE's mission is to change lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development. To accomplish this, SHPE provides a variety of programming, services, resources, and events, including hosting the largest Hispanic STEM convention in the nation. For more information, visit <http://shpe.org>.

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 Coordinator, Events will support the Director of Events on all facets of meeting & event planning. This includes but not limited to: event logistics, on-site coordination, internal/external stakeholder support, shipping needs and other duties as assigned. The ideal candidate will have a detail oriented, proactive attitude with strong customer service, communication and follow up skills to be able to keep up with the many assigned projects.

Responsibilities

- Planning event details and aspects, including seating, dining and guests
- Supporting events and addressing potential problems that may arise
- Maintaining a working knowledge of the complex needs of a wide variety of events with overlapping planning cycles
- Monitoring SHPE housing and travel which includes set up of travel links, group invites, and provides estimates for approval to Director
- Coordinator for all print materials in support of SHPE Events
- Coordinator for all support materials for SHPE staff who attend outside events
- Coordination support of event volunteer committee and staff needs as assigned
- Support promotional item and e-store ordering with selected vendor

- Assist in responding to general customer service inquiries and also monitor group emails with daily response time provided to customers
- Create, communicate or manage shipping deadlines for all SHPE events
- On-site logistical support at all SHPE National events including RLDCs, NILA and the National Conference as assigned
- Coordinate SHPE Office set-up at all SHPE National events including RLDCs, NILA and the National Conference
- Manage inventory of SHPE promotional items and pre/post shipment of support items for events
- Fulfill other administrative and support needs as necessary and required by Director, Conferences & Events
- Other related duties as assigned or as becomes evident
- Responsibilities are non-exhaustive; company can make changes without advance notice as its sole reasonable discretion

Desired Skills and Experience

- Believe in the Mission and Vision of SHPE
- Strong interpersonal communication skills (written and verbal)
- Strong planning and organizational skills
- Detail oriented
- Problem solver
- Dependable and able to work without significant supervision
- Ability to partner and build relationships with team members
- Practice utmost professionalism in a multicultural setting
- Proactive
- Flexible and multitask oriented
- Ability to work with variety of constituents such as corporate partners, board members and volunteers
- Ability to work collaboratively and independently
- Working knowledge of MS Office
- Networking Savvy
- A Basic Understanding of Events
- Client-first Approach
- Negotiation and Budgeting understanding

Mandatory Job Qualifications

- Minimum Education: Current college student

Job Experience required:

- At least 3+ years of customer service and non-profit experience
- Background in registration support preferred
- Analytics processing of attendee data
- CMP preferred or equivalent industry experience
- Prefer 3+ years' experience with events
- Ability to read, analyze, and interpret event documents
- Ability to write reports, business correspondence, and PowerPoint presentations

- Must possess a degree of skill in logistics to properly plan the details and anticipate potential problems that may arise
- Ability to work cohesively with a team

Work Environment:

- Moderate noise level
- Demonstrated ability to work both independently and collaboratively
- Impeccable ability to prioritize tasks, contribute to a healthy, productive work environment, and follow through on duties as assigned
- Excellent problem-solving, analytical and evaluative skills
- Ability to meet deadlines
- 15% travel

Physical Demands:

Ability to:

- stand 1/3 of the time
- 10lbs or less 1/3 of the time
- walk 1/2 of the time
- sit more than 2/3 of the time
- talk & hear 2/3 of the time

Demonstrated Competencies:

- Passion for and responsibility to the department
- Leadership through innovation
- Passion for what you do and a drive to improve
- Displays a relentless commitment to excel
- Displays personal and organizational integrity
- Willingness to learn and respond to feedback

COMPENSATION AND BENEFITS

- Annual salary is commensurate with experience
- Benefits package includes medical, dental, vision, retirement plan with employer match, tuition reimbursement assistance & professional development program and vacation.

SUBMISSION REQUIREMENTS

Interested candidates should submit the following items electronically:

- Resume
- Cover letter (with the subject Coordinator, Events)
- 3 professional references
- Salary requirements

Note: Submission deadline is revolving until filled. Salary Range is \$45,000-\$50,000

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.