**Job Title:** Intern SHPE Program Manager  
**Reports To:** Senior Director, Research & Impact  
**Department:** Research & Impact  
**Location:** Anywhere in the U.S. (Remote)  
**Duration:** Full Time

**About SHPE**
SHPE (Society of Hispanic Professional Engineers) is a nonprofit organization serving and advancing Hispanics in STEM. With more than 16,000 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](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.

**About Research & Impact**
SHPE’s Research & Impact (R&I) team plays a pivotal role in advancing SHPE’s mission by designing, implementing, and sustaining programs that align with member, community, and industry needs. In addition, the R&I team also manages aspects related to membership and chapter operations and conducts research to identify and address the challenges faced by Hispanics in STEM fields.
Specifically, the Research & Impact Office is responsible for:

- Research-based program design through collaboration with key partners and funders.
- Implementation of innovative programs to ensure effective delivery to SHPE members.
- Evaluation & continuous improvement of existing programs to ensure they meet the needs of SHPE members.
- Management of membership and chapter operations.
- Research the Hispanic experience in engineering and STEM and share findings widely to influence SHPE and broader community efforts.

**Job Description**

The InternSHPE Program Manager will design, develop and support programs and efforts related to the success of SHPE members in internship experiences. This includes activities related to 1) Program and Recruitment Planning, 2) Recruitment Plan Implementation, 3) Candidate Selection Process Management, 4) Program Implementation, and 5) Program Evaluation and Reporting. Each of these areas are further defined below.

1. **Program and Recruitment Development Planning**
   - Collaborate with InternSHPE corporate partners to understand recruitment parameters and goals to create timelines for the recruitment process and programming.
   - Conduct detailed analysis of SHPE chapters using internal and external data to determine where to focus recruitment efforts.
   - Create application, interview, and review tools in alignment with corporate partner parameters.
   - Recruit, select and train application and interview review team.

2. **Recruitment Plan Implementation**
   - Develop and implement marketing strategies for candidate recruitment in collaboration with corporate partners and SHPE Marketing Office.
   - Coordinate recruitment events in collaboration with corporate partners.
   - Manage candidate relationship building and navigation of recruitment process.
   - Collect data throughout the recruitment process for benchmarking and reporting purposes.

3. **Candidate Selection Process Management**
   - Manage task completion with review team for selection of candidates.
   - Develop and manage communication plans with candidates for clarity on selection process timeline.
   - Collect data throughout the selection process for benchmarking and reporting purposes.
4. Program Implementation
   - Deliver wrap around programming support for interns as they prepare for the experience, during the internship and after for debriefing.
   - Collaborate with corporate partners to implement mentoring and other programming with existing employee resource groups.
   - Coordinate virtual and in-person orientation events in collaboration with corporate partners for intern candidates.

5. Program Evaluation and Reporting
   - Collaborate with corporate partners to establish goals for the program.
   - Work with other members of the R&I Team as well as SHPE’s external evaluators to design and implement a formal evaluation process.
   - Assist in collection data and surveying participants to support this process.
   - Report evaluation findings internally to R&I and SHPE leadership and external to corporate partners, as needed.

Mandatory Job Qualifications
   - Bachelor’s degree from an accredited institution.
   - Believe in the Mission and Vision of SHPE
   - Demonstrated ability to work with diverse populations, particularly the Hispanic community.
   - Experience developing and delivering program content.
   - Analytics mindset and the ability to utilize data to drive decision-making.
   - Exceptional communication, interpersonal, and public speaking skills.
   - Exceptional customer service skills.
   - 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 quick deadlines.
   - Ability to effectively present information and respond to questions from groups of managers, members, sponsors, and the public.
   - Proficient in MS Word, PowerPoint, and Excel.

Desired Skills and Experience
   - Proven ability in project management, including multitasking and delivering in a fast-paced environment.
   - Strong leadership skills with a track record of adapting to new and dynamic situations.
   - Comfortable with new technologies and willing to learn.
   - Capable of conducting virtual training sessions.
   - Ability to integrate data across various applications and sources.
Ability to read, analyze, and interpret general business periodicals, professional journals, or governmental reports.
Ability to write reports, business correspondence, and user documents.

Work Environment
- Moderate noise level
- Access to reliable internet (This position is 100% remote)
- Ability to travel (10-20% travel)
- Valid driver’s license and background check are required.
- Ability to participate in virtual meetings on camera.

Compensation and Benefits
Annual salary range: $55,000-$70,000
Benefits package includes medical, dental, vision, retirement plan, and vacation.

Submission Requirements
Interested candidates should complete the following items electronically to HR@shpe.org with subject line “R&I InternSHPE Manager.”
- Resume
- Cover letter
- List of 3 References
Review of applications will begin on November 15, 2023, and will be 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.