



Job Title: Administrative Coordinator

Reports To: Chief Research & Impact Officer

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 17,000 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.

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 R&I Administrative Coordinator provides executive, administrative, and development support to the Chief Research and Impact Officer and the R&I Leadership Team (LT). The Administrative Coordinator will serve as a primary point of contact for internal and external constituencies on all matters pertaining to the Chief R&I Officer's schedule and commitments. The Administrative Coordinator serves as a liaison; organizes and coordinates office logistics, including but not limited to owning calendar invites for standing meetings and celebrations, maintaining office documents of record (e.g., contracts, MOUs, position descriptions, SMART goals, letters of support, SOPs), identifying cross-organizational meeting options, and coordinating multi-person travel as needed.

- Assists the R&I Chief and LT members with daily administrative duties and completes a broad range of tasks including, but not limited to: managing an active and full calendar of appointments, composing and preparing correspondence, arranging complex and detailed agendas, and compiling documents.
- Extensive calendar management: setting up meetings, changing meetings, keeping all parties up to date on most current meeting arrangements (i.e., Zoom, Teams). Making sure meetings are arranged efficiently to maximize limited time.
- Confirming accurate meeting details and reminders for R&I Chief, LT, and others attending the meeting. Assisting with meeting agendas, background materials, researching attendees and/or organizations seeking to partner with SHPE.
- Ensures confidentiality of all R&I documents, and communications, as directed.
- Communicates on behalf of R&I Chief and LT members on matters, as directed.
- Prepares and edits presentation materials, as directed.
- Prepares or adapts graphic images for social media (multiple versions for

- multiple people, on brand) so that posts can be original.
- Partner with the requester to obtain information on speaking engagements, such as the type of event, audience, agenda, expectations.
 - Supports complex travel for the R&I Chief and/or LT, including conference registrations, air, car rental, hotel, other ground transportation, and/or transfers in accordance with company policies which entail frequent, last-minute changes.
 - Compile full travel itinerary, entering all travel details into calendar and updating accordingly.
 - Submits R&I Chief and LT expense report/reimbursement in a timely manner and supports the Finance Department in reconciliation process of R&I Chief and LT expenses.
 - Attends on behalf of R&I Leadership Team members upon request.
 - Ensures thorough understanding of SHPE's travel policy, guidelines, authorization requirements, and procedures. Provides second set of eyes for review, as needed.
 - Other duties as assigned.

Human Resources Support

- Maintains current versions of all R&I position descriptions.
- Maintains current versions of all R&I employee SMART goals.
- Supports scheduling of R&I employee quarterly reviews.
- Ensures HR has appropriate documentation and awareness of these meetings.
- Assists with recruitment efforts and new hire orientation.
- Coordinates job announcement content and formatting and provides to marketing to post on SHPE site.
- Supports blinding job applications before candidates are reviewed.
- Supports scheduling interviews with potential candidates.
- Supports decline communications with applicants, in waves by type.
- Supports scheduling new hire meetings for R&I employees.
- Places day events on calendars for critical deadlines, birthdays, work anniversaries.
- Other duties as assigned.

Office/Program support

- Attends R&I LT meetings as a non-voting member. Role is to coordinate agenda, capture notes, document action items, and decisions made.
- Supports collection and verification of ScholarSHPE recipient documents for eligibility.
- Supports gift card distribution for incentives across all programs.
- Supports bill.com monitoring for all departmental programs and contractors.

- Administers the Academic Partnership Council join process.
 - Follows up on partial applications.
- Maintains Academic Partnership Council list.
 - Research current Deans and administrative assistants
 - Maintains member list and non-member list.
- Coordinates partnership agreements and exchanges (registrations, booths)
- Other duties as assigned.

Mandatory Job Qualifications

- Believe in the Mission and Vision of SHPE
- Demonstrated ability to work with diverse populations, particularly the Hispanic community.
- Experience providing executive support.
- Exceptional communication, both written and oral. Strong active listening 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.
- Ability to meet quick deadlines.
- Proficient in MS Word, PowerPoint, and Excel.

Desired Skills and Experience

- Experience documenting progress on a project management plan, including reminders and nudging to support cross team effectiveness.
- Experience using Canva, Kahoot, and HootSuite.
- Comfortable with new technologies and willing to learn.
- Ability to integrate data across various applications and sources.

Work Environment

- Moderate noise level
- Access to reliable internet (This position is 100% remote)
- Ability to travel (5-10% travel)
- Valid driver's license and background check are required.
- Ability and comfort with participating in virtual meetings on camera.

Compensation and Benefits

Annual salary range: \$45,000-\$55,000

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 Administrative Coordinator."

- 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.

