



**Job Title:** Coordinator, Event Services  
**Reports To:** Director, Conferences and Events  
**FLSA Status:** Exempt  
**Department:** Events  
**Location:** TBD

### **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 Events Services Coordinator will support the Director of Events and Events Department on all facets of meeting & event planning, including but not limited to: event logistics, on-site coordination, department organization, invoice processing, 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 tasks and assigned projects in a fast-paced environment with minimal supervision.

### **Responsibilities**

- Support for selected vendors and venues
- Planning event details and aspects, including seating, dining and guests
- Manage events and addressing potential problems that may arise
- Maintain a working knowledge of the complex needs of a wide variety of events
- Monitor SHPE housing and travel which includes the setup of travel links, group invites, and provide estimates for approval to Director
- Coordinator for all print materials in support of SHPE Events as well as SHPE staff who attend outside events
- Manage & coordinate event volunteer committee and staff needs as assigned

- Support promotional items 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
- Manage & coordinate internal or committee meetings and note-taking
- Create, communicate and 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
- Support sponsor deliverable management with Sales and Events teams
- Fulfill other administrative and support needs as necessary and requested
- 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 2+ years of customer service and non-profit experience
- 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% -20% 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 between \$42,500 - \$50,000
- 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 Events Services Coordinator)
- 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.

