Job Title: Executive Assistant  
Reports To: CEO  
FLSA Status: Non-Exempt  
Department: Administration  
Location: Anywhere in the 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](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
Reporting directly to the CEO, the Executive Assistant provides executive, administrative, and development support to CEO. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO’s schedule. The Executive Assistant serves as a liaison; organizes and coordinates executive outreach and external relations efforts and oversees special projects as assigned.

DUTIES AND RESPONSIBILITIES
- Assists the CEO with daily administrative duties and completes a broad variety of tasks that include but are not limited to: managing an active and full calendar of appointments; composing and preparing correspondence; arranging complex and detailed agendas and compiling documents for meetings.
- Extensive calendar management: setting up meetings, changing meetings, keeping all parties up to date on most current meeting arrangements for all teams. Scheduling conference rooms. Making sure CEO is aware of next planned meeting and adequate time to get there and that meetings are efficiently arranged to maximize limited time.
• Confirming accurate meeting details and reminders for CEO and others attending the meeting. Assisting with meeting agendas.
• Ensures confidentiality of all documents, and communications as well as meetings as directed
• Communicates on behalf of the CEO on matters as directed
• Prepares and edits presentation materials
  o Partner with the requestor to obtain information on the speaking event, such as the type of event, the agenda, the expectations, attendee demographics, etc.
  o Provide information to the CEO’s social media lead to have the event publicized
  o Generate and manage a spreadsheet of speaking engagements with all requirements – for planning purposes
• Supports CEO in his/her external commitments related to SHPE, including service on external boards, committees and other groups
• Arranges complex domestic travel for the CEO, including conference registrations, air, car rental, hotel, other ground transportation, transfers, etc. in accordance with company policies which entail frequent, last minute changes
• Compile full travel itinerary; entering all travel details into calendar and updating accordingly
• Completes CEO’s trip reports, submits expense reimbursement in timely manner, and supports the Finance Department in the reconciliation process of the CEO’s expenses
• Attends events on behalf of CEO upon request
• Ensures thorough understanding of SHPE’s travel policy, guidelines, authorization requirements, procedures, etc.

EDUCATION & EXPERIENCE
• Bachelor’s degree or equivalent experience with a business & executive support
• Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
• Five to ten years of experience in providing executive team support in a comparable organization

SKILLS & ABILITIES
• Excellent writing, editing, grammatical, organizational, and research skills
• Knowledge of the Hispanic culture and Spanish is helpful
• Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, donors, foundation staff, colleagues of the CEO and staff, and others
• Excellent management, time-management, and problem-solving skill
• Previous experience supporting fund development efforts to increase donor contributions and funding sources
• Proficiency in Windows, including MS Word, EXCEL and PowerPoint; fund-raising data management systems knowledge helpful
• Ability to:
Learn new software such as Doodle polls
Conduct research and present data in a succinct and well-written manner
Work independently and with professional discretion
Exercise sound judgment and work effectively under pressure

WORK ENVIRONMENT AND TRAVEL
- Moderate noise level
- Fast-paced
- Approximately 25% travel

PHYSICAL DEMANDS

Ability to:
- Stand one third of the time
- Lift 10lbs or less one third of the time
- Walk one third of the time
- Sit more than two thirds of the time
- Talk and hear two thirds of the time

COMPENSATION AND BENEFITS
- Annual salary range is $50,000 - $60,000
- Benefits package includes medical, dental, vision, retirement plan, and vacation

SUBMISSION REQUIREMENTS
Interested candidates should submit the following items electronically to HR@shpe.org
- Resume
- Cover letter (with the subject Executive Assistant)
- 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.