Job Title: Manager, Administration  
Reports To: Chief Administration Officer  
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.

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 Chief Administration Officer, with a dotted line to the Senior Director, Sourcing & Contracts as well as the Director, Human Resources & Corporate Operations. The Manager, Administration provides executive, administrative, and development support to CEO and Administrations Team. The Manager, Administration serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Chief Executive Officers’ schedule. The Manager, Administration serves as a liaison; organizes and coordinates executive outreach and external relations efforts and oversees special projects as assigned, while providing clerical and administrative support to the Administration Team.

DUTIES AND RESPONSIBILITIES

CEO Chief Executive Officer Support

- 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 external commitments related to SHPE, including service on external boards, committees and other groups
• Assists with communication with SHPE’s National Board of Directors on behalf of the CEO
• Generates preparation documents for speaking events and ensures that all logistics are finalized in a timely manner
• Arranges complex 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
• Submits CEO’s expense reimbursement in a 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.
• Other duties as required

Human Resources
• Helps maintain accurate and up-to-date human resource files, records, and documentation.
• Maintains the integrity and confidentiality of human resource files and records
• Supports periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately
• Provides clerical support to the HR department
• May assist with payroll functions including processing, answering employee questions, fixing processing errors
• Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers
• Conducts or assists with recruitment efforts and new hire orientation
• Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
• Performs other duties as assigned.
• Other duties as required

Contract Management

• Data entry of contractual obligations into SHPE’s contract software system
• Ensure that all hotel rewards points are collected after the conclusion of each event
• Compile lists of concessions, rebates, etc. and communicate it to the departments impacted
• Other duties as required

EDUCATION & EXPERIENCE

• Bachelor’s degree or equivalent experience with a business and 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 required

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
• Proficiency in Windows, including MS Word, EXCEL and PowerPoint; CRM and/or contracting system knowledge helpful
• Ability to:
  o Learn new software
  o Conduct research and present data in a succinct and well-written manner
  o Work independently and with professional discretion
  o 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 $60,000 to $65,000
- 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.