



**Job Title:** Manager, Professional Development Programs  
**Reports To:** Senior Director, Academic and Professional Programs  
**FLSA Status:** Exempt  
**Department:** Programs  
**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 Program Manager is responsible for coordinating, managing, sustaining, and executing SHPE professional programs and educational initiatives for SHPE members. This role supports the planning process and implementation of the professional development at nine signature events including the National Convention and seven regional conferences. The Program Manager will also provide support in managing leadership development programs that are co-sponsored with a variety of partners and work with partners to ensure excellent customer service. This role is dedicated to the support and delivery of initiatives with chapter leaders. This position requires strong project management, writing, data analysis reporting and budget management skills. Experience in Precollege STEM is essential. Additionally, the Program Manager has an optimistic attitude, openness to learning new skills and professional development opportunities, and the ability to succeed in a fast-paced, ever-changing environment. The Program Manager is a candidate with a strong commitment to teamwork and a willingness to quickly transition between tasks as needed.

### **Responsibilities**

- Support and manage participation of the MentorSHPE program as well as sharing analytics on a quarterly basis.
- Manage Pre-College Conference Committee members
- Manage and oversee the applications & budget for Noche de Ciencias

- Update website content and other online resources relative to the department
- Audit, revise, manage, and update SHPE Programs curriculum on an annual basis to ensure best-practices and participant engagement are included
- Support with the implementation and roll-out of new initiatives
- Organize daily activities based on the goals of the department
- Work with other departments to provide updates and gather intel
- Provide input to assess programs' strengths and weaknesses
- Meet with stakeholders to discuss program status and goals
- Work with the marketing team to deliver program updates and information
- Strong commitment to teamwork and a willingness to quickly transition between tasks as needed
- Conduct research on best-practices, data reports, and surveys and report findings in a thorough analysis
- Train participants and report analytics of virtual platforms
- Manage Engineering Competitions and manage National Convention committee Competition members
- 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
- Ability to communicate in Spanish: Speak, Read, Write
- Nonprofit experience
- Experience delivering, promoting and managing Pre-College STEM programs
- Technologically savvy with Microsoft Suite, Wordpress, and membership platforms
- Demonstrated ability to work with diverse populations
- Familiarity with planning and executing small and large group events
- Experience and high comfort level with public speaking
- Ability to:
  - Work some evenings and weekends
  - Manage difficult or emotional customer situations
  - Respond promptly to customer needs and requests for service and assistance.
  - Speak clearly and persuasively in positive or negative situations
  - Balance team and individual responsibilities
  - Write clearly and informatively
  - Present numerical data effectively
  - Adapt to changes in the work environment
  - Plan, organize and set goals and objectives
  - Follows through on commitments.

#### **Mandatory Job Qualifications**

- Bachelor's degree in a relevant discipline from an accredited University.

- At least three years of experience in a technical field and some aspect of professional development training

### **JOB EXPERIENCE REQUIRED**

- One to two years related experience and/or training in STEM education
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, and the general public.

### **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
- 10% -15% 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

### **DEMONSTRATED COMPETENCIES**

- Ability to communicate in Spanish: Speak, Read, Write
- Nonprofit experience
- Technologically savvy with social media
- Understanding of contract deliverables

### **COMPENSATION AND BENEFITS**

- Annual salary is \$55,000 - \$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](mailto:HR@shpe.org)

- Resume
- Cover letter (with the subject Manager, Professional Development Programs)
- 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.

