



**Job Title:** Manager, Programs  
**Reports To:** Director of Research & Innovation  
**FLSA Status:** Exempt  
**Department:** Research & Innovation  
**Location:** Anywhere in the U.S. (Remote)

### **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

### **About Research & Innovation**

SHPE's Research & Innovation team advances the design and implementation of SHPE programs that align with member, community, and industry needs. Our team aims to ensure that SHPE achieves its mission of "changing lives by empowering members to realize their fullest potential" by creating programs focused on STEM awareness, access, support, and development. The Research, Programs & Innovation Department manages the following:

- 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
- Research the Hispanic experience in engineering and STEM and share with external stakeholders and the broader community

### **Job Description**

The Program Manager is responsible for overseeing the achievement of department and organizational goals by coordinating, managing, and executing both existing and new programs and initiatives for SHPE members. This role is dedicated to the support and delivery of

engineering and STEM programs with particular emphasis in one of the following areas: pre-college, university, early-career professional, or parent programming. This position requires a strong background in project management, data analysis, budgeting, and both oral and written communication. Additionally, the position requires the ability to succeed in a fast-paced, ever-changing environment, the ability to continuously improve processes, and the ability to multi-task. The ideal candidate would have a strong commitment to SHPE's mission, excellent collaboration skills (both as a leader and follower), and a positive can-do attitude.

### **Responsibilities**

- Support and manage delivery and engagement in existing SHPE programs (e.g., MentorSHPE, InternSHPE, ScholarSHPE)
- Support with the design, implementation and scaling of initiatives
- Continuously monitor programs and report out on contributions to program and departmental progress and impact
- Work with the marketing team to publicize programs (e.g., branding, social media, newsletter, website content)
- Organize daily activities based on departmental and organizational priorities
- Collaborate with other departments to support delivering high quality, high impact member experiences and member engagement
- Periodically assess program strengths and weaknesses, and identify and implement improvements
- Meet with stakeholders and sponsors to discuss program goals and status
- Strong commitment to the SHPE familia, the Research & Innovation team, and a willingness to quickly transition between tasks as needed
- Conduct research on best-practices, current data trends, and the current literature. Summarize and report findings in a comprehensive, structured and effective manner
- Train participants and report analytics of virtual platforms
- Manage volunteers, interns, and member committees, as needed, to support program impact and success
- Consolidation of budgeting reports including revenues and expenditures to date
- Other related duties as assigned or as needed
- 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
- One to two years of experience working virtually
- Nonprofit experience
- Experience delivering, promoting and managing engineering or STEM programs

- Demonstrated ability to work with diverse populations, particularly the Hispanic community
- Familiarity with planning and executing small and large programs
- 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
- One to two years of experience in a delivering engineering or STEM programming, or pre-college, college, or professional programming

#### **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, or governmental reports
- Ability to write reports, business correspondence, and user documents
- Ability to effectively present information and respond to questions from groups of managers, members, sponsors, 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 10 lbs 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 \$57,500-\$67,500
- Benefits package includes medical, dental, vision, retirement plan, tuition reimbursement, cell phone stipend, professional development assistance 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, Research & Innovation)
- 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.