



Job Title: Regional Vice President (RVP)
FLSA Status: Volunteer (Unpaid position)
Reports to: Senior Director, Research & Impact
Location: Anywhere in the U.S. (Remote)
Duration: Two-year term beginning on July 1st

About SHPE

SHPE (Society of Hispanic Professional Engineers) is a nonprofit organization serving and advancing Hispanics in STEM. With more than 18,000 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 primary purpose of the Regional Vice President (RVP) role is to provide essential support to chapter operations at the local level. The focus is on removing obstacles, fostering connections to opportunities, and aiding in the organization of events. This involves project management, managing regional budget and processing expenses, operations guidance, regional membership and network data management, and acting as a mediator between SHPE staff/board of directors and local professional/student chapters. The role requires active participation in brainstorming sessions with chapters on various aspects like fundraising, recruitment, engagement, marketing, relationship management, event creation, community outreach, and academic excellence.

Duties and Responsibilities

This role will support national, regional, and local efforts.

National

- Attend meetings with SHPE national staff, Board of Directors, chapters, event committees, and partner organizations.
- Travel and support national/regional conferences and events.
- Facilitate email and text communication between SHPE national staff, regional teams, chapters, committees, members, and partner organizations.
- Communicate and collaborate as appropriate with Regional Vice Presidents across seven regions.

Regional

- Direct a team of representatives at the regional level, supporting the membership base from high school to professionals, including organizing and leading regular planning meetings.
- Create vision for regional programming to be executed by the regional team.
- Plan events, manage budgets, and delegate tasks to the regional team, local chapters, and partner organizations.
- Lead region-specific fundraising for programs and stipend funds.
- Manage region-specific award selection processes as needed (e.g., travel stipends, chapter, and member of the year awards).
- Appoint a Regional Junior Representative and other positions on the regional team (e.g., SHPEtinias Director).

Local

- Build and maintain a strong connection with members in the region. Link them to relevant opportunities.
- Interact and network with partner organizations interested in collaborating with SHPE at the local level.
- Conduct strategy calls with chapters.
- Support conflict resolution for all chapters and members in the region, engaging and escalating to SHPE staff to support as needed.

Mandatory Job Qualifications

- Believe in the Mission and Vision of SHPE.
- Willingness to collaborate with Regional team, the Region's chapters, and SHPE staff to implement strategic directions set by SHPE's National Board of Directors.
- Demonstrated ability to work with diverse populations, particularly the Hispanic community.
- Exceptional communication, both written and oral. Strong active listening skills.
- Superior customer service skills.
- Demonstrated ability to work both independently and collaboratively.
- Proficient in MS Word, PowerPoint, and Excel.

Desired Skills and Experience

- Project management expertise.
- Budget tracking and planning skills.
- Leadership capabilities.
- Resourcefulness and a self-starter mentality.
- Visionary thinking.
- Previous leadership experience, especially within the SHPE organization with chapters or National Board of Directors.
- Experience as both a student and professional SHPE member is highly encouraged.

COMPENSATION AND BENEFITS

This is a 100% volunteer position – there is no salary or benefits offered for this position.

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.

