

**Job Title:** Regional Junior Representative (RJR)

**FLSA Status:** Volunteer (Unpaid position)

**Reports to:** Regional Vice President

**Location:** Anywhere in the U.S. (Remote)

**Duration:** One-year term beginning on July 1st; appointed by Regional Vice President

### **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 Regional Junior Representative's (RJR) primary purpose is to inspire and guide K-12 students in understanding STEM (Science, Technology, Engineering, and Mathematics) fields. The aim is to help students make informed decisions about pursuing education and careers in STEM. Leveraging personal experiences in community engagement, the RJR aims to better understand the needs, challenges, and aspirations of K-12 students.

### **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.
- Communicate and collaborate as appropriate with Regional Junior Representatives across seven regions.

#### **Regional**

- Assist Junior and Professional members within the region in gaining access to STEM education resources.
- Advocate for the interests and concerns of Junior members within the regional team.

## **Local**

- Build and maintain a strong connection with Professional members in the region. Link them to speaking and mentoring opportunities for K-12 students.
- Connect Junior members with opportunities such as job site visits and related activities to foster their interest and understanding of STEM fields.
- Collaborate in organizing events like “Noche de Ciencias” to engage and educate K-12 students about STEM.
- 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.
- Willingness to serve as a mentor to guide and inspire K-12 students in their STEM journey.
- 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.
- Organizational and event planning experience.
- Leadership capabilities.
- Resourcefulness and a self-starter mentality.
- Visionary thinking.
- Previous involvement in SHPE or similar organizations.
- Empathy and understanding while working with individuals at various educational levels and backgrounds.

## **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