



Coordinator, Chapters

The Society for the Advancement of Chicanos/Hispanics and Native Americans in STEM (SACNAS) is an inclusive organization dedicated to fostering the success of Chicanos/Hispanics and Native Americans, from college students to professionals, in attaining advanced degrees, careers, and positions of leadership in STEM. Our vision is to achieve true diversity in STEM, whereby the STEM enterprise proportionally reflects the demographics of the nation. SACNAS stands uniquely and uncompromisingly for science, culture, and community. We believe there is space for all of us; we choose to celebration over assimilation.

SACNAS serves 6,500 active members and 133 student and professional chapters and reaches a larger community of supporters of 25,000. Our 2021-2026 strategic plan lays out ambitious plans for growth, envisioning a doubling of members, chapters, and resources.

Job Title: Coordinator, Chapters

Classification: Exempt, Full-Time

Reports To: Associate Director, Membership

Location: Remote/work-from-home

Salary Range: \$56,650-\$72,100; expected starting salary \$56,650

STAFF VALUES

- *Inclusion:* We encourage, support, and provide space for our team to bring their whole selves to work, intentionally creating space and integrating processes to welcome and celebrate differences and foster a sense of belonging
- *Collaboration:* We work together and support each other by actively inviting thought partnership and generative dialogue to build, challenge, and strengthen all ideas and actions because we recognize we are better together.
- *Innovation:* We encourage data-driven creativity and experimentation, boldly embracing new ways of thinking that challenge us to push the envelope and grow from our experiences.
- *Accountability:* We recognize our work reflects on our colleagues and community, and therefore put forward our best effort, take responsibility for our successes and challenges, and ask for help early and often.

Role Description

The Coordinator, Chapters is the hub of our national network of professional and student chapters, which serve to create community for SACNISTAs in their home communities and institutions. This

role is an integral part of the Programs & Services Department, executing all logistical, member service, and technical support for chapters. The Coordinator, will collaborate with the Associate Director, Membership, along with support from our Chapter Committee, to design best-in-class chapter programming, and will coordinate and execute the SACNAS chapter and associated chapter leadership programs.

The Coordinator is a member of a team that aims to level up SACNAS' commitment to members by strengthening the chapter support infrastructure. The Coordinator brings a 21st century skill set to the very human work of sustaining and growing chapters. The Coordinator will thrive as a consultative partner with chapter advisors and leaders across the country. The Coordinator will act as a key thought partner to the Associate Director, Membership to create engaging digital content, host digital and in-person events, and gather and analyze chapter data to support continuous improvement.

The Coordinator will be the organization's key representative to scores of chapter advisors at universities across the country, and will support chapter leaders in their efforts to build communities at their institutions. The Coordinator will also shape the future of the organization by executing a comprehensive professional chapter strategy that envisions our nascent professional chapters growing to be the central retention mechanism for student members as they move to in the professional phase of their journey.

THE JOB

- **Serve as the primary point of contact for all 133 student and professional chapters nationwide.** Your work will ensure that chapter advisor and leaders have access to technical assistance as needed.
 - Oversee and implement the Application process for new chapters, working in partnership with the National Chapters Subcommittee
 - Ensure chapters remain active by implementing and facilitating annual reporting processes for existing chapters.
 - Maintaining communication with all chapter leaders and advisors through individual check-ins, community brown bags, chapter e-newsletter and open office hours.
 - Make use of digital technology to strengthen chapter networks and increase engagement.
- **Ensure that effective processes are in place to collect, compile and maintain key data on SACNAS Chapters.** You will act as the data collection hub for chapters, routinely gathering and analyzing data to tell our story and identify actionable insights.
 - Proactively identify chapters that are struggling and at risk of becoming inactive.
 - Annually, identify strong chapters and engage to identify best practice.
 - Execute the routine data gathering and collation, including data like:
 - Membership Composition
 - Chapter financial information

- Chapter activities
 - Chapter resources and needs
- **Develop and implement programming for chapters.** You will collaborate with the Associate Director of Membership, the Chapters Sub-committee and mission programs staff to add value to the Chapters experience by designing, implementing and delivering programming, including:
 - Webinars and other virtual programming
 - Leadership programming for chapter members and advisors aimed at creating more sustainable chapters
 - Programming for Chapters at the National Diversity in STEM Conference
 - "Chapter-in-a-box" programming that can be implemented by chapter leaders at their own institutions.
- **Implement an aggressive Chapters growth plan.** Under the direction of the Associate Director of Membership, and in collaboration with Mission Programs staff, you will work to grow our number of chapters with a special emphasis on professional chapters, community college chapters, and tribal colleges and university (TCU) chapters.
 - Organize virtual meetings and webinars for professionals who may be interested in starting local chapters.
 - Outreach to faculty and staff at prospective colleges and universities.
 - Coordination of the virtual and in person Chapter Officer Leadership Academies
 - Coordination of the virtual Chapter Adviser
- **Support Regional Meetings.** Under the direction of the Associate Director of Membership you will support chapter members as they organize regional meetings to help our SACNAS community come together in smaller venues outside of the national conference by:
 - Serving on the organizing committee of existing regional meetings.
 - Identifying student and professional chapters who may be interested in hosting regional meetings.
 - Sharing best practices between Regional Meeting organizers.
 - Connecting regional meeting organizers with resources from the Mission Programs staff.
- Ensure that the values, mission, and strategic vision of SACNAS are evident throughout all programming and future planning of the program.
- Other duties as assigned

MUST HAVES

"Culture eats strategy for lunch." Equal in value to your education and experience is cultural fit. We see the following seven items as must have "ways of being" for the role and the organization. Of course, we understand these show up uniquely for everyone. We invite you to consider your fit as you consider this role.

- **Self-awareness.** You have a unique level of self-awareness. You understand what you carry into conversation/environments each day and have personal tools to productively adapt to most situations to keep yourself and others on mission.
- **Collaborative through and through.** You understand the magic is in our ability to bring together our collective best. You recognize your limitations and engage colleagues to strengthen ideas. You energize others to complete projects and achieve results, in a manner authentic to you.
- **Mission-aligned ambition.** You are a hungry early career contributor with a wild entrepreneurial streak, ready to move to the next level. You will impact SACNAS by owning our exhibitor sales and logistics services strategies and practices.
- **Comfort working in a lean, mission-driven organization.** You connect with the SACNAS mission. You understand that everyone must lean in, and you are ready to “carry water” on day one and eager to learn.
- **Organized and able to manage time.** You have keen project management skills; you naturally develop timelines for projects big and small. You carefully consider the time projects and tasks require and rarely lose sight of the steps necessary to complete assignments.
- **Customer service-oriented problem solver.** You value people and understand the importance responsiveness and constructive engagement. You hear others and are sure to let them know they are understood, while working to solve issues through thoughtful action.
- **Data-driven executer.** You enjoy generating and using data, and once you are clear you act. You naturally seek to establish benchmarks or otherwise use data to understand where you began and where you end up, so you can understand progress and find ways to improve. While avoiding carelessness, you rarely find yourself stuck in analysis paralysis.

MINIMUM EDUCATION AND EXPERIENCE

- Bachelor’s degree
- Minimum of 3 years of program coordination experience in relevant areas: membership association, higher education, non-profit management, or government
- Or a combination of experience equivalent to a bachelor’s degree and 3 years of experience.

CRITICAL SKILLS, QUALITIES, AND ABILITIES

The items listed below are representative of the knowledge, skills, and abilities required:

- Strong ability and passion to connect and engage with minority college age students and understand needs especially aimed at first-generation college students, specifically with Chicanos/Hispanics/Latino(x), Native American/Indigenous, or other underrepresented minority populations.
- Ability to collect and interpret data and use for refining current and future programs.
- Experience facilitating the development and coordination of online programming especially webinars.

- Customer service experience
- Well-developed computer and office skills, including proficiency in Microsoft Office suite (Excel, Word, PowerPoint, and Outlook) and familiarity with database software
- Exceptional attention to detail and accuracy as it relates to data entry and program implementation
- Strong skills in problem solving and teamwork
- An ability to embrace and incorporate direct feedback

- Excellent professional communication skills, particularly written communication skills
- Ability to succeed and enjoy working in a fast-paced, highly dynamic environment with a proven skill set utilizing sound judgment, creativity, and effective time management solutions
- Ability to adapt well to a continuously changing set of tasks, projects, and responsibilities.
- Ability to maintain confidentiality around sensitive and complex relationships and projects
- Ability to work some evenings and weekends; and to travel to the National Diversity in STEM conference for a week in October.
- Knowledgeable about STEM disciplines, careers and pathways.
- Bilingual in Spanish preferred

SALARY & BENEFITS

- Salary Range: \$56,650-72,100; expected starting salary \$61,800
- Health, dental, vision, acupuncture, chiropractor & life insurance plans
- 401 Retirement
- Professional Development Support
- Generous PTO & Paid Holidays

APPLICATION PROCESS

Please provide a resume, a cover letter highlighting minimum and desired qualifications, and three professional references. All materials must be submitted to be considered. Application materials should be submitted through [this form](#). Position will remain open until filled.

If you have any questions, please email jobs@sacnas.org.

EEO STATEMENT

It is the policy of SACNAS 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.

SACNAS is committed to providing equal opportunities in all employment-related activities including, but not limited to: recruiting, hiring, advancement, compensation, training, benefits, transfers, and

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terms of employment. SACNAS promotes equal opportunities for all employees and applicants for employment. Further, SACNAS will fully comply with all applicable equal employment federal, state and local laws and regulations.