



## Assistant, Programs

Society for Advancement of Chicanos/Hispanics and Native Americans (SACNAS) is the largest multicultural and multidisciplinary STEM diversity organization in the country. [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. SACNAS serves over 6,000 members and has 115 student and professional chapters throughout the United States and Puerto Rico. SACNAS influences a larger STEM community of over 25,000 through outreach, advocacy, and production of the [National Diversity in STEM Conference](#).

The **SACNAS Programs Assistant** is a position within the SACNAS Programs Department that focuses mainly on providing support for the conference and preparing logistics for year-round events. The Programs Assistant will assist with external communications with prospective program participants, as well as support program managers with their respective program logistics.

The Programs Assistant reports to the Director of Programs. This is a full-time, nonexempt position which can be performed remotely or from our headquarters in beautiful Santa Cruz, California.

### Duties and Responsibilities:

- Provide logistical support for Programs Department
- Work with Associate Director of Conference and Events to respond to email inquiries from session chairs/presenters, workshop presenters, conference attendees, and non-sponsor partners
- Draft effective outreach materials for distribution to a diverse, executive audience
- Serve as point of contact for customer service needs with Session Chairs/ Presenters
- Take meeting notes at programs meetings
- Help with conference related logistical tasks (e.g. committee meeting minutes)
- Work with Professional & Leadership Programs Manager and Native Initiatives Manager to support in-person and virtual programs aimed at an audience of STEM professionals
- In-office tasks: Water plants, check mailboxes, deposit checks, scan and send bank receipts to finance, scan and send other fiscal/operational documents to finance, file hardcopy and scanned documents in appropriate cabinets or drives, etc.
- Other duties as assigned

### Desired Education and Qualifications:

- Ambition to work with diverse communities and a passion for the mission of SACNAS
- 1+ years of relevant professional experience; OR any equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved
- Well-developed computer and office skills, including proficiency in Excel, Word, PowerPoint, Publisher, Outlook and database software
- Exceptional attention to detail and accuracy as it relates to data entry and program implementation.
- Strong skills in problem solving and teamwork
- 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 maintain confidentiality around sensitive and complex relationships and projects
- Ability to work some evenings and weekends
- Occasional regional and national travel will be required

**Preferred Education and Experience:**

- Bachelor's degree or equivalent combination of education and experience
- 3+ years proven professional experience in program and service delivery for STEM students in higher education
- Experience working with Native Americans, Chicanos/Hispanics, or other underrepresented minority populations
- Experience supporting nonprofit executives and Board committees in the organization and coordination of meetings, initiatives, and projects
- Knowledgeable about and experience working with undergraduates, graduates, post doctorates, and professionals.

**Work Location and Salary:**

- Remote or in Santa Cruz, CA (Note: All qualified applicants will be considered, but qualified local applicants will be given preference)
- \$21.63/hour

**Benefits:**

- Health, dental, vision, acupuncture, chiropractor & life insurance plans
- 401K 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 sent as a single document to: [jobs@sacnas.org](mailto:jobs@sacnas.org). Position will remain open until filled.

**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 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.