

Chapter Relations Coordinator



Details

Reports to: Chapter Relations Director and
New Chapter Development Director

Team: Chapter Relations

Time: Part-time (5-10 hours per week)

Salary: Volunteer, Required Travel Covered

About Engineers for a Sustainable World

Engineers for a Sustainable World (ESW) is nonprofit dedicated to empowering engineers to tackle sustainability challenges. We believe that engineers, and anyone who loves to solve problems, are key to solving today's biggest sustainability challenges. Founded in 2002, ESW is an international network of over 1,750 members and more than 45 collegiate chapters working to build a more sustainable world through technical hands-on projects. Since its founding, ESW has supported over 300 chapter-led projects in 12 countries and 23 states and Canadian provinces.

Overview

Chapter Relations Coordinators (CRCs) are the main connection between ESW chapters and ESW-HQ. They work with chapter leaders and members to create open communication between the chapter and the rest of the ESW network, make sure chapters know about current ESW-HQ initiatives, help chapter leaders with strategic challenges, and create useful content for student chapters. CRCs also reach out to new schools in target geographical areas to find faculty and students that may be interested in starting new ESW chapters. CRCs are instrumental in onboarding these new chapters and helping them get off to a successful start.

Responsibilities

- Helping individual chapters solve local issues and thrive
- Having 1:1 calls with individual chapters
- Helping run several Chapter Leader Calls throughout the year
- Informing chapters about new HQ initiatives
- Connecting chapters to each other, to local professional members, and HQ
- Creating and distributing helpful material to chapters on topics such as fundraising, project management, member retention, etc.
- Helping to start new chapters and grow our network
- Attending mandatory weekly CR meetings

Desired skills and qualifications

- Excellent communication and writing skills
- Positive and enthusiastic attitude
- Able to work well both independently and as part of a team
- Be passionate about sustainability, and agree with our Mission, Vision, and Values
- Optional, but strongly encouraged: Prior experience with an ESW chapter, preferably as a project or chapter leader