

Chapter Relations Coordinator



Details

Reports to: Chapter Relations Director

Time: 5 hours per week

Location: Flexible within the U.S.

Overview

ESW is striving to have a measurable impact on 100 communities a year (and 500 a year by 2030) and your role is crucial in supporting our existing student chapters and building the bridges between students, local communities, and our partners to bring even more sustainability initiatives to life.

Chapter Relations Coordinators (CRCs) support our student chapters by helping chapter leaders with strategic challenges and connecting chapters with ESW resources. They are the main connection between ESW chapters and ESW-HQ, and they work with chapter leaders and members to create open communication between the chapter and the rest of the ESW network and make sure chapters know about current ESW-HQ programs and initiatives. CRCs are also instrumental in onboarding new chapters and helping them get off to a successful start.

This position is flexible, and can accommodate work and school schedules. To apply, please send your resumé/CV to apply@eswusa.org. Feel free to add a short "Why me" (up to 150 words), as we would love to know you better! Please contact us with any questions you may have as well.

About Engineers for a Sustainable World

Engineers for a Sustainable World (ESW) is a non-profit 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.

Responsibilities

The Chapter Relations Coordinator will be responsible for:

- Supporting 3-5 student chapters through
 - At least 3 check-in calls with the chapter leader/board annually
 - Answering questions the chapter has about projects, leadership, recruitment etc
 - Sharing information about ESW events, programs, and initiatives
 - Connecting chapters to each other, to local professional members, and to ESW HQ
 - Helping to highlight the accomplishments of the chapter by sharing their work with the broader ESW community

- Helping run monthly Chapter Chats- calls that dive into specific topics
- Helping to plan and run a few (virtual) social events for student members
- Attending and contributing to weekly Chapter Relations meetings

Desired Skills and Qualifications

- Excellent written and verbal communication, presentation and people skills
- Experience as part of an ESW student chapter preferred
- Experience in a team leadership role preferred
- Experience using digital tools such as Google Suite, Slack, and video conference (we use Zoom)
- Passion for sustainability and technical problem solving
- Comfortable working in a remote, virtual team environment

ESW does not discriminate on the basis of sexual orientation, gender, gender identity, race, ethnicity, age, religion, or economic background. Further, we strongly encourage individuals from traditionally underrepresented identities to apply, including identities not explicitly named above. If there are any considerations or qualifications not acknowledged in our job description that you feel are important and relevant to this position, we encourage you to bring them to light in your application.