



Engineers for a Sustainable World

DESIGN • EDUCATE • BUILD

Title: Chapter Relations Coordinator

Reports to: Chapter Relations Director

Location: Multiple Regions

Team: Chapter Relations

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

Salary: Volunteer, Required Travel Covered

Chapter Relations Coordinators (CRCs) are the main connection between chapters and ESW-National. They work closely with chapter leaders to ensure effective communication and collaboration between chapters, make sure that chapters know about current ESW-National initiatives, and help chapters deal with strategic challenges. CRCs work together with the CR Director to ensure the National Team (NT) is well-informed and able to connect with chapters regularly and frequently, and that chapters are receiving all appropriate information and updates from the NT. Becoming a CRC is a natural step for chapter leaders that want to move up a level and help share their knowledge with more schools!

Since it's the CRC's job to maintain consistent and open communication with chapters, we look for sociable candidates to be able to drive that consistent communication.

To apply, please send a cover letter and resumé/CV to apply@eswusa.org. Please contact us with any questions you may have as well.

Responsibilities include:

- Having one-on-one calls with individual chapters at least twice an academic year
- Running 4-6 Chapter Leaders Calls per academic year on leadership topics
- Helping individual chapters solve local issues and thrive
- Connecting chapters with similar projects and issues
- Informing chapters about new initiatives from ESW-National
- Attending weekly Chapter Relations meetings and fortnightly National Team meetings

Desired skills and qualifications:

- Excellent communication skills with sociable personality
- Able to work well both independently and as part of a team
- Prior experience with an ESW chapter, preferably as a project or chapter leader
- Basic knowledge of potential ESW chapter projects
- Passion for sustainability, and agreement with our Mission, Vision, and Values
- Be a current ESW member, either through a chapter in good standing or an at-large membership