



Engineers for a Sustainable World

DESIGN • EDUCATE • BUILD

Title: Professional Member Coordinator

Reports to: Networks Director

Team: Networks

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

Salary: Volunteer, Required Travel Covered

The Professional Member Coordinator works to ensure effective communication and collaboration between professional members, chapters, and ESW-HQ and to provide general event planning assistance. Professional Member Coordinator is responsible for ensuring that professional chapters and members are receiving the latest information and updates from HQ as well as documenting planning processes, best practices, and actual events. The coordinator will also work closely with the Communications and Technology department to market ESW professional events.

Since it is the Professional Member Coordinator's job to maintain consistent and open communication with chapters and aid in professional member event planning, we look for sociable candidates to be able to drive 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.

Responsibilities include:

- Serving as the main point of contact between professional members and ESW-HQ
- Maintaining consistent communications with professional chapter leaders
- Helping chapter leaders plan events and/or general body meetings. This may include but is not limited to sending surveys to chapter members, reserving meeting spaces, creating documents and agendas, preparing presentations, etc.
- Helping individual chapters to thrive and successfully solve local issues
- Connecting chapters with similar projects, issues, and geographical location
- Compiling quarterly reports on chapter goals and achievements and assisting Networks Director in collecting and assembling best practice information
- Attending weekly Networks department meetings

Desired skills and qualifications:

- Excellent communication skills
- Ability to interact with diverse personalities socially and professionally
- Ability to work well both independently and as part of a team
- Passion for sustainability, and agreement with our [Mission, Vision, and Values](#)
- A current ESW member, or willingness to become a member