**SUMMARY:** This position is responsible for delivering and maintaining effective support for the SPE Board of Directors and SPE members within the following SPE identified regions: the North Sea Region, South, Central and East Europe Region and the Africa Region\* (see appendix). In addition, the position is responsible for providing support for other regions and global membership activities where required. This includes, but is not limited to, membership retention and growth, project management of all SPE student and member regional programs, volunteer acquisition, and the provision of direct support for SPE Regional Board of Directors and local sections and chapters. Travel within the regions and occasionally to other offices around the world will be required, as well as travel to key industry events when necessary.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Include the following – Other duties may be assigned.

**SECTIONS AND STUDENT CHAPTERS:**

* Work on the establishment and support of sections and student chapters within the assigned regions.
* Educate section officers about SPE tools available to them such as Membership Builder, website hosting program, Informz, bulk dues payment program, etc.
* Monitor and ensure compliance to policy on all social media and marketing emails for sections and chapters –
* providing feedback and training continuously.
* Work with sections and chapters to identify areas of membership growth, and business development in assigned regions.
* Work with struggling sections and chapters to establish business plans, sponsorship packages, and guidance on how to operate and run their sections.
* Provide sections and chapters with all current information regarding Data Protection and Privacy legislation as it pertains to EU laws or other applicable laws.
* Identify and assist with section and student chapter needs including, but not limited to, completion and submission of annual reports, ensuring compliance with SPE policies and serving as a resource.
* Provide support for regional and national section councils where necessary.

**REGIONAL BOARD OF DIRECTORS SUPPORT AND PRESIDENTIAL TRAVEL:**

* Support the Regional Board of Directors within assigned regions, and other regions as directed, building a strong working relationship.
* Conduct annual orientation and program review to ensure the Regional Board of Directors are aware and prepared for all program assignments.
* Arrange and facilitate the Regional Board of Directors meetings including venue arrangements, agenda formation and circulation, inviting and confirming attendees, minute taking and follow-up actions.
* Assist the Regional Board of Directors in preparing and distributing regional communications through various channels.
* Communicate with sections and student chapters regarding visits by the SPE President and contribute to
* prioritization of visit requests.
* Accompany and support SPE President on official visits within assigned regions where necessary.

**REGIONAL AND GLOBAL MEMBER PROGRAMS:**

* Develop and distribute marketing material for regional programs as needed, in conjunction with the Global
* Member Programs and Services and Marketing teams.
* Consult and manage committees of volunteers to execute regional programs within assigned regions.
* Manage the Regional Awards Program including judging, sourcing of awards, distribution of awards, and provide local committees with presentation material to celebrate winners of all regional awards within assigned regions.
* Organize regional Student Paper Contests according to established rules and regulations.
* Serve as volunteer champion for office staff and committees supporting assigned regions and manage all onsite volunteers at relevant regional programs.
* Work closely with the the Regional Board of Directors on regional awards activities including establishing committees, finalizing nominations, selecting recipients and organizing awards presentations when requested.
* Work closely with the the Regional Board of Directors on Star Scholarships including establishing committees and selecting recipients.
* Assist the global Distinguished Lecturer (DL) Team (Dallas) in the monitoring of the DL program within assigned regions and managing logistics and schedule changes when required.
* Administer special projects as assigned including, but not limited to, Education Weeks/Days and Young
* Professionals Workshops.
* May be required to administer global membership programs at any time.
* Facilitate regional and global programs at the SPE Annual Technical Conference as required, including but not limited to section, chapter and council officer meetings.

**INTERNAL STAFF SUPPORT AND COMMUNICATIONS**

* Work with global Research Team to establish and implement relevant surveys to track professional and student membership trends.
* Participate on Global Internal Task Forces in the ongoing assessment and updating of SPE membership tools.
* Assist and facilitate providing information regarding available programs and membership data to other staff as required.
* Perform other related duties and adhoc projects as assigned.

**QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

* Understanding of the regional higher educational systems and variance between assigned regions.
* Cultural understanding and first-hand experience working with professionals in assigned regions (see appendix)

**EDUCATION and/or EXPERIENCE:**

* Degree holder, with a focus on management, events and/or marketing.
* Sufficient related work experience or equivalent combination of education and experience.
* Candidate should be comfortable with independent global travel, focusing on Europe and Africa. Prior experience would be considered a strong asset.
* Significant experience of customer facing roles and experience working with clients and stakeholders an advantage.
* Significant experience of working with high level executives including Board Members of international organizations.
* Experience working for a global organization with HQ in the US and regional offices across the world.

**ADDITIONAL REQUIREMENTS:**

* Candidate will be required to have up to date vaccinations for travel to Africa and other regions on an as needed basis.
* Candidate will be required to hold a current and valid passport that will allow for travel to assigned regions, in particular Nigeria, Angola, and Mozambique.
* Candidate must be comfortable with up to 40% international travel.

**APPENDIX**

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| --- | --- |
| **COUNTRY** | **SPE REGION** |
| Albania | South, Central and East Europe |
| Andorra | South, Central and East Europe |
| Angola | Africa |
| Austria | South, Central and East Europe |
| Belgium | South, Central and East Europe |
| Benin | Africa |
| Bosnia and Herzegovina | South, Central and East Europe |
| Botswana | Africa |
| Bulgaria | South, Central and East Europe |
| Burkina Faso | Africa |
| Burundi | Africa |
| Cameroon | Africa |
| Cape Verde | Africa |
| Central African Republic | Africa |
| Chad | Africa |
| Comoros | Africa |
| Cote d'Ivoire | Africa |
| Croatia | South, Central and East Europe |
| Cyprus | South, Central and East Europe |
| Czech Republic | South, Central and East Europe |
| Democratic Republic of the  Congo | Africa |
| Denmark | North Sea |
| Equatorial Guinea | Africa |
| Eritrea | Africa |
| Ethiopia | Africa |
| Faeroe Island | North Sea |
| Falkland Island | South, Central and East Europe |
| Finland | North Sea |
| France | South, Central and East Europe |
| Gabon | Africa |
| Gambia, The | Africa |
| Germany | South, Central and East Europe |
| Ghana | Africa |
| Greece | South, Central and East Europe |
| Guinea | Africa |
| Guinea-Bissau | Africa |
| Hungary | South, Central and East Europe |
| Iceland | North Sea |
| Ireland | North Sea |
| Isle of Man | North Sea |
| Israel | South, Central and East Europe |
| Italy | South, Central and East Europe |
| Kenya | Africa |
| Kosovo | South, Central and East Europe |
| Lesotho | Africa |
| Liberia | Africa |
| Liechtenstein | South, Central and East Europe |

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| --- | --- |
| Luxembourg | South, Central and East Europe |
| Macedonia | South, Central and East Europe |
| Madagascar | Africa |
| Malawi | Africa |
| Mali | Africa |
| Malta | South, Central and East Europe |
| Mauritius | Africa |
| Mayotte | Africa |
| Moldova | South, Central and East Europe |
| Monaco | South, Central and East Europe |
| Montenegro | South, Central and East Europe |
| Mozambique | Africa |
| Namibia | Africa |
| Netherlands | North Sea |
| Niger | Africa |
| Nigeria | Africa |
| Norway | North Sea |
| Poland | South, Central and East Europe |
| Portugal | South, Central and East Europe |
| Republic of the Congo | Africa |
| Romania | South, Central and East Europe |
| Rwanda | Africa |
| San Marino | South, Central and East Europe |
| Sao Tome and Principe | Africa |
| Senegal | Africa |
| Serbia | South, Central and East Europe |
| Seychelles | Africa |
| Sierra Leone | Africa |
| Slovakia | South, Central and East Europe |
| Slovenia | South, Central and East Europe |
| South Africa | Africa |
| Spain | South, Central and East Europe |
| Swaziland | Africa |
| Sweden | North Sea |
| Switzerland | South, Central and East Europe |
| Tanzania | Africa |
| Togo | Africa |
| Turkey | South, Central and East Europe |
| Uganda | Africa |
| Ukraine | South, Central and East Europe |
| United Kingdom | North Sea |
| Zambia | Africa |
| Zimbabwe | Africa |