**Regional Coordinator, Mexico**

To Apply: Submit resumes for consideration. Please place “Regional Coordinator” in the subject line.

The Entrepreneurs’ Organization is looking for dynamic business professional to join our team as a Regional Coordinator, Mexico reporting to the Director of LAC. The Entrepreneurs’ Organization (EO) – for entrepreneurs only – is a global community that enriches members’ lives through direct peer-to-peer learning, connections to experts and once-in-a-lifetime experiences. EO is the catalyst that enables entrepreneurs to learn from each other, leading to greater business success and an enriched personal life. For more information visit [www.eonetwork.org](http://eosp:81/).

**Entrepreneur Organization’s Staff Core Principles**

At EO, the staff takes pride in our work, and it shows in everything we do. To reflect our unique culture, we embrace and embody six essential core principles:

* Teamwork: working together to achieve excellence
* Trust & respect: displaying and rewarding integrity
* Creativity: the possibilities are endless
* Professionalism: lead, learn and live by example
* Fun: lighten up, live it up, laugh it up!
* Service: world class services to the EO community

We’re looking for someone to lead the assist the region growing number of chapters in and to support the regions initiatives. The primary goal of the Regional Coordinator is to provide administrative support to the Staff Directors of the LAC and support global membership.

**Essential Duties and Responsibilities:**

Provide support to the Staff Directors and Chapter Managers

* Run membership reports as needed for board members, Directors and Chapter Managers Instead of Membership Reports I would say Assists with general reports and any administrative task as needed for members leaders and LAC staff
* Participate in and take notes for all regional and area conference calls in the LAC and circulate the minutes and action items after the calls
* Track and report chapter succession planning; ensure that chapter boards are entered and up-to-date in chapter profiles
* Back up Directors and Chapter Managers while they are traveling to chapter events and meetings
* Assist members with questions on a daily basis, such as navigating the website, password issues, etc.
* Be the main point of contact with the Chapter Administrators, and provide all necessary support, including training to new admins.
* Update member profiles – contact information, sales data, photo, and member history.

Rock Star program support

* Act as the point person for Rock Star tracking, updating and reporting for LAC
* Update and distribute individual chapter checklists to Directors and Chapter Managers
* Create reports outlining progress towards Rock Star metrics for Directors and Chapter Managers

Presidents’ Meeting logistical support

* Create and print all necessary materials for the meeting (i.e. meeting workbook, meeting evaluation survey, chapter membership reports, attendee list)
* Assist Directors and/or Chapter managers and Event Manager in cross-checking Presidents registration and room booking
* Assist in the creation of the meeting agenda
* Assist with note taking on-site
* Be the main support for Directors, Chapter Managers, and Event Manager on-site
* Assist with post-meeting follow up, including aggregating survey results and distribution of notes

GLC

* Drive, track and report GLC registrations for LAC members

Renewal campaign support

* Work together with appropriate staff to provide support, tracking, reporting and general recruiting assistance.
* Report renewal numbers and information to Directors, Chapter Managers, and member leaders
* Create a system of tracking progress towards regional renewal goals

Attend three or more leadership and membership conferences per year

* Annual presidents’ meeting
* Be available as a backup staff representative for LAC Strategy Summits, GSEA competitions, recruitment events, among others.

Communicate direction and requirements of Global Organization to the chapters

* Ensure the chapters understand the goals and plans of the organization and how it relates to the long term growth and prosperity of EO

Ensure proper representation of the EO Brand by local chapters

* Monitor any email, print, and web communication distributed by chapters to ensure it embodies the values of EO

Promote initiatives created by EO Global

* Be the face and voice of EO Global to the chapters, clearly communicate the desired outcome and requirements for new programs, policies and procedures

Identify strategies to promote membership growth and retention

* Proactively seek solutions that will boost member interest in chapter and global programs

Assist with other duties as needed

* Attend and participate in all membership, staff, and team meetings
* Coordinate quarterly Regional Coordinator Calls with the regional coordinators from around the globe

**Education and/or Experience:**

Required:

* Bachelor's degree
* 3+ of customer service, sales or marketing experience, preferably in a non-profit organization
* 3+ Event and logistic experience
* Excellent customer service skill
* Fluent in English and Spanish.

Preferred:

* Non-profit/association experience
* Demonstrated written and oral communication Demonstrated ability to adapt to change quickly and work in a fast-paced environment.
* Strong interest in entrepreneurism, previous experience as an entrepreneur a plus
* Speaking Portuguese is a plus.

Nothing contained in this job description, or conveyed during any interview which may be granted or during any period of employment (if hired) with Entrepreneurs’ Organization, is intended to create an employment contract with any employee or prospective employee of the Firm for any specified period of time. Work rules and benefits in effect are subject to change from time to time, according to the needs of the organization. Any and all employment with Entrepreneurs’ Organization is “at will,” that is, for no definite or determinable period and subject to termination at any time, with or without cause and with or without prior notice, at the option of either the employee or the organization.

EO is an Equal Opportunity Employer