



NATIONAL COUNCIL OF HISPANIC EMPLOYMENT PROGRAM MANAGERS SUBCOMMITTEES

NOTE: Subcommittee Leads are appointed. Interested candidates must submit a letter of interest and a resume to NCHPEPM Chair Glorimar.Maldonado@uspto.gov by 5 p.m. ET, Friday, Oct. 28 with the position of interest (e.g., "Coalitions & Partnerships Subcommittee Lead" in the subject line. Incomplete submissions will not be considered.

The purpose of the NCHPEPM's Standing Committees is to contribute toward the Council's mission, goals and objectives. Subcommittee leads are appointed by the Executive Board and serve for the duration of the term of the current Executive Board.

Each Committee shall serve a specific purpose:

COALITIONS AND PARTNERSHIPS COMMITTEE

The goal of this Committee is to develop robust, two-way relationships with Hispanic and other local and national minority-serving institutions and organizations, as well as other federal councils, committees, agencies, and Employee Resource Groups/Affinity Groups.

The **Subcommittee Lead** reports directly to the Executive Board. Duties and responsibilities include:

- Creating an inventory of existing connections;
- Researching national minority-serving organizations and STEMM and STEAM organizations (to include points of contact, conferences, Listservs, career boards, etc.) and developing Excel workbooks or other documents and repositories to house this information and progress made toward developing relationships;

- Creating a framework by which to engage local, state, federal and nongovernmental organizations to establish partnerships and to assess how these partnerships might further the strategic priorities of the NCHEPM;
- Creating criteria for deciding whether to pursue particular potential partnerships;
- Developing a plan to seek out and establish national and international partnerships phased in over a number of years;
- Ensuring the NCHEPM establishes and leverages coalitions with the Senior Executive Service Association (SEA) and like organizations; and
- Ensuring the NCHEPM establishes and leverages coalitions with Employee Resource Groups (ERGs), Business Resource Groups (BRGs), Affinity Groups, and/or Voluntary Employee Organizations (VEOs) across the federal government.

K-16 OUTREACH COMMITTEE

The goal of this Committee is to bring awareness of federal career and career development opportunities to the Hispanic community, encourage students to pursue degrees in science, technology, engineering and mathematics (STEM) fields, and expose Hispanic high school and college students to federal mentoring, shadowing, and paid and unpaid internship/externship/fellowship opportunities and programs.

The **Subcommittee Lead** reports directly to the Executive Board. Duties and responsibilities include:

- Planning outreach initiatives and programming for students in grades K-college and introducing students to careers in the federal government
 - Developing relationships between the NCHEPM and K-12 educators in the communities where members are located, and most especially in the Regions and in communities where there are large numbers of Hispanics;
 - Seeking out and encouraging federal professionals at all grade levels and in all occupations and branches of government to pursue K-12 mentorship opportunities, to include matching interested federal employees with the needs of schools (e.g., tutoring; in-class programs, career days, science fairs, robotics competitions, etc.);
 - Partnering with existing local and national STEM programs (e.g., Society of Hispanic Professional Engineers' Noche de Ciencias™/Nights of Science; also the Watergate Youth Committee's Spooky Science Expo, etc.) to connect with students, parents, educators and schools;
- Planning events for students, parents and educators to promote the NCHEPM, such as the Young Professional & Collegiate Symposium held during the League of United Latin American Citizens (LULAC) National Convention.

TRAINING/CONTINUING EDUCATION COMMITTEE

The goal of this Committee is to work collaboratively with the Office of Personnel Management (OPM), the Equal Employment Opportunity Commission (EEOC), the Chief Learning Officers Council (CLOC), Council members and federal agencies to: review current data and trends; identify learning needs; determine barriers to developmental/promotion opportunities; and develop solutions and pilot programs to mitigate identified barriers, fill skill gaps in DEIA practitioners and promote training opportunities aimed at enhancing the professional expertise of Hispanic and other minority employees.

The **Subcommittee Lead** reports directly to the Executive Board. Duties and responsibilities include:

- Developing a comprehensive continuing education program and annual schedule to assist members in enhancing and maintaining their knowledge and improving their skills;
- Coordinating appropriate workshop speakers who provide professional, beneficial and informative program, career and leadership development programs for monthly meetings, ad hoc workshops, train-the-trainer sessions, and lunch and learns;
- Researching and creating an inventory of existing federal and private sector training for members both free and paid;
- Ensuring the quality of programs provided by trainers are of high quality and value to the NCHEPM membership.
- Researching and creating annually an inventory of minority-serving and DEIA-related conferences, to include leadership development training by quasi-federal organizations such as the Federal Asian Pacific American Council (FAPAC), Blacks in Government (BIG), Federally Employed Women (FEW), Society of American Indian Government Employees (SAIGE) and others; and
- Leveraging existing NCHEPM members and partners who provide training to federal agencies and national Hispanic organizations, such as instructors in the LULAC Federal Training Institute cadre.

PROGRAMS & EVENTS COMMITTEE

The goal of the Programs & Events Committee is to plan and implement social and networking activities, to include speed mentoring events, fireside chats, and observance month celebrations. The Committee will publish a calendar of events and program activities.

The **Subcommittee Lead** reports directly to the Executive Board. Duties and responsibilities include:

- Developing a comprehensive social program and annual schedule to build community and provide robust and fun networking opportunities and informal social interactions for members, both virtually and in-person;
- Organizing and planning monthly self-supporting social, cultural and special activities for the benefit of the members (i.e., membership drives, picnics, charity walks/runs, virtual coffee breaks, fundraising events, happy hours, etc.);
- Encourage member participation and attendance at all Programs & Events Committee activities via the NCHEPM website, meeting announcements, e-blasts, social media posts, and other publicity platforms and tools;
- In collaboration with the Secretary and Public Relations & Communication Coordinator, prepare publicity, including save-the-date announcements, invitations, graphics, wallpapers, etc., to be displayed or distributed at least three weeks prior to an event;
- In collaboration with the Secretary and Public Relations & Communication Coordinator, maintain an up-to-date file of all relevant publicity items for each event, organized by month and year; and
- Follow appropriate and timely procedures for submitting financial paperwork to the Treasurer.

RECRUITMENT AND HIRING

The goal of this Committee is to improve the recruitment and hiring of Hispanic and other underrepresented groups to the federal government. This Committee will utilize current and available data made available by DEIA practitioners via Applicant Flow Data (AFD) reports, the MD-715, DVAAP and FEORP reports, the Federal Employee Viewpoint Survey (FEVS), and Agency DEIA Assessments and Strategic Plans to share with Members best practices, standardized Find & Apply employment workshop templates and train-the-trainer sessions, and implement career consultations, resume reviews and mock interviewing sessions for federal employees and the public.

The **Subcommittee Lead** reports directly to the Executive Board. Duties and responsibilities include:

- Creating an inventory of existing workforce data and most recent annual reports, to include the FEVS, FEORP, DVAAP and MD-715;
- In collaboration with the Training/Continuing Education Committee, providing informative sessions for members to review best practices for federal recruitment

- and hiring and anti-bias education, to include sessions on combating micro-aggressions and implementing micro-affirmations;
- In collaboration with the Coalitions and Partnerships Committee and K-16 Outreach Committee, building institutional hiring networks for STEM majors and graduates and professionals by conducting monthly or quarterly Find & Apply webinars for the public;
 - Providing informative briefings on the state of Hispanic representation in the federal government, especially in the most mission-critical occupations and STEM fields;
 - Showcasing methods for targeted outreach and recruitment, to include developing workbooks and data-based scalable strategies, messaging, event participation and leveraging volunteer recruiters to supplement existing human resources;
 - In collaboration with Office of Personnel Management (OPM), the Partnership for Public Service's Chief Diversity and Inclusion Officers (CDIO) Council, and the NCHEPM Chair and Vice Chair, participating in one or more CDIO Working Groups (i.e., CDIO Position Description, CDIO Key Competencies and Career Map, Organizational Models for DEIA Function, Essential DEIA Resources, or Enterprise-wide Collaboration); and
 - Sharing with members models for DEIA implementation and growth, including DEIA assessments and strategic plans, when available.

The NCHEPM advocates for the improvement of Hispanic participation and representation in the Federal Government. For more information about the Council, visit www.nationalcouncilhepm.org.