

Title: Chapter Communications Coordinator

Reports to: Director of Leadership Chapters

Position Type: Volunteer position

Contact: Send questions to yanet.velazquez@hopestrong.org



Duties and Responsibilities:

- Provide consistent branding among all HoPe Leadership Chapters
- Track all login information for chapter social media accounts
- Create and implement tactics to increase social media presence for individual Leadership Chapters
- Keep open record of successful recruitment and promotional projects implemented by chapters
- Seek local opportunities to increase chapter brand awareness
- Track and support chapter communications goals
- Consult and support 45 Vice Presidents of Communications
- Host webinars as needed to support communications and recruitment initiatives
- Be the source of all chapter recruitment and communications documents and resources
- Partake in weekly meetings with Director of Leadership Chapters
- Partake in monthly meetings with HoPe Leadership Chapters Team

Qualifications:

- College student or young professional
- Demonstrated interest/experience in Communications, Journalism, or Marketing field
- Outstanding written and verbal communication skills in English and Spanish required
- Energetic, personable, and creative with an ability to relate well to diverse populations
- Deadline oriented and able to take initiative and work well under pressure
- Strong ability to plan and manage multiple projects with high attention to detail
- Excellent time management skills
- Work effectively in teams
- Excellent organizational skills
- Ethical and moral character
- Strong leadership skills
- Proficiency in Microsoft Office, including Word, Excel, and PowerPoint, and social media platforms (Facebook, Twitter, YouTube, etc.) required.
- Must be willing to commit for the whole 2017-2018 academic year
- Strong commitment to HoPe's mission and values

Time Commitment:

- 8-10 hours per week.

**We are open to working with academic institutions for this position to count as internship credit. Please indicate in application if you are interested in pursuing this.*