

Title: Alumni Association Coordinator

Reports to: Director of Alumni Engagement

Position Type: Volunteer position

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



Duties and Responsibilities:

- Assist in Alumni Association recruitment strategies
- Track all Alumni Association event confirmations & attendance
- Confirm Alumni Association event catering, supplies, and material accommodations
- Coordinate logistical needs for confirmed Alumni Association guest speakers
- Track all confirmed volunteers
- Assist in alumni association logistics as team lead for all volunteers
- Send appropriate event *Thank You Notes*
- Keep current database of all Alumni Association Members
- Send reminders to Alumni Association Members through Remind App
- Track all in-kind data and tax exempt letter needs
- Partake in weekly meetings with Director of Alumni Engagement
- Partake in monthly meetings with Alumni Team
- Implement additional projects and tasks as assigned by the Director of Alumni Engagement
- Provide support to Director of Alumni Engagement

Qualifications:

- College student or young professional
- Demonstrated interest/experience in Professional Development, Leadership Development, & Project Management
- Outstanding written and verbal communication skills in English 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
- Preferred HoPe Alumni

Time Commitment:

- 5-10 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.*