

**Title:** Expansion Intern

**Reports to:** Director of Expansion

**Position Type:** Volunteer position

**Contact:** Send questions to [yanet.velazquez@hopestrong.org](mailto:yanet.velazquez@hopestrong.org)



**Duties and Responsibilities:**

- Provide support to Director of Expansion and Expansion Coordinator
- Develop national interest map with target markets
- Partake in bi-weekly meetings with Director of Expansion
- Implement additional projects and tasks as assigned by the Director of Expansion and Expansion Coordinator

**Qualifications:**

- College student or young professional
- Demonstrated interest/experience in program development
- Outstanding written and verbal communication skills in English required
- Comfortable calling and coordinating plans with representatives from college admissions offices
- 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
- Reliable transportation and can commit to attending and leading volunteers at college bus trips

**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.*