

Title: Chapter District Supervisor

Reports to: Director of Leadership Chapters

Position Type: Volunteer position

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



Duties and Responsibilities:

- Host monthly webinars/meetings with each chapter team
- Provide organizational updates to District Legacy Leaders
- Mentor District Legacy Leaders
- Track and support all chapter goals
 - Service
 - Engagement
 - Recruitment
 - Communications
 - Fundraising
 - Impact
- Consult and support 45 Chapter Presidents
- Host webinars as needed to support chapter team dynamics, logistical support, and emotional support
- Responsible for the completion of all chapter reports/forms:
 - Monthly Reports
 - T-shirt Order Form
 - Cord Approval Form
 - End of Year Report
 - Etc.
- Direct connect and support with District Legacy Leaders regarding all reports, projects, initiatives, etc.
- Partake in monthly meetings with HoPe Leadership Chapters Team

Qualifications:

- College student or young professional
- Demonstrated interest/experience in youth development and leadership
- 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



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.*