

Title: Director of Leadership Chapters

Reports to: Chief Operating Officer (COO)

Position Type: Volunteer position

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



Duties and Responsibilities:

- Execute chapter membership goals
 - Increase individual chapter goals
 - Increase overall member per chapter average
- Execute members engagement goals
 - Increase individual chapter goals
- Execute chapter community service goals
- Execute chapter fundraising goals
- Provide monthly chapter reports to Chief Operating Officer
- Report chapter updates at Monthly Legacy Leader Retreats
- Meet weekly with Chapter Coordinators to review progress
- Host monthly webinars for HoPe Leadership Chapters Team
- Host District Supervisor training
- Host August, December, and May meetings with HoPe Leadership Chapters Team
- Partake in monthly meetings with Chief Operating Officer
- Partake in quarterly meetings with HoPe Leadership Council

Qualifications:

- College student or young professional
- Demonstrated interest/experience in Chapters, Leadership, Project Management, & Business Development
- 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:

- 10-15 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.*