

**Title:** Expansion Coordinator

**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
- Assist Director of Expansion in hosting webinars
- Serve as first contact for interested parties
- Contact alumni in other states/districts to prepare market for expansion
- Develop national map of alumni for expansion support
- Develop and maintain spreadsheet of interested parties
- Work closely with the Director of Expansion to create a "Chapter Starter Pack" for interested parties
- Produce quarterly reports of interested schools interactions
- Partake in bi-weekly meetings with Director of Expansion

**Qualifications:**

- College student or young professional
- Demonstrated interest/experience in program development, networking and relationship building
- 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:**

- 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.*