



Title: Educational Resources Coordinator

Position Type: Volunteer Position

Reports to: Director of Education

Contact: Send questions to info@hopestrong.org

Duties and Responsibilities:

- Contribute to researching educational information and resources to expand the HoPe Education Team's expertise, knowledge, and breadth
 - Maintain the Education Webpage(s) of the HoPe website regularly (Wix platform used)
 - Compile and upload the monthly HoPe Education Worksheets (Canva platform used)
 - Oversee the maintenance of the HoPe Databases, mainly regarding Colleges/Universities and Scholarships, so that the information is up to date for use by the general public
 - Coordinate scholarship support services & opportunities alongside HoPe Alumni
- Provide Educational content to HoPe's Marketing Team for our social media platforms
- Serve as advisors and education experts whenever immediate educational concerns or questions are reported to the Education Team from students and the community
- Connect virtually with Education Team members as needed
- Connect virtually with students to address educational questions, concerns, or needs as well as team members on educational tasks, assignments, or projects
- Self-expectation and strong desire to grow personally and professionally as a leader in the community, an expert on education, and a speaker who is comfortable presenting on diverse topics to a variety of audiences
- Communicate updates to the Education Team via Slack on a consistent basis
- Partake in regularly scheduled meetings as determined with the Director and Education Team

Qualifications:

- College student or young professional
- Strong commitment to HoPe's mission and values
- Must be willing to commit for the whole 2021-2022 Academic Year (June - June)
- Aware of first-gen, underrepresented, &/or Latinx/Hispanic students' educational barriers
 - Socio-economic/language/culture barriers, Legal status (Undocumented/DACA)
- Demonstrated interest and/or experience in the following fields Education, Youth Development, Mentorship, Communication, Higher Education
- Enthusiastic and empathetic, has strong ability to relate well to diverse populations
- Outstanding written and verbal communication skills in English (preferably in Spanish, too)
- Comfortable calling and coordinating information with other team members & students
- Deadline oriented and able to take initiative with tasks and projects
- Able to plan and manage multiple projects and deadlines with high attention to detail
- Excellent time management and organizational skills
- Preferably proficient in Slack, Google Drive, Microsoft Office, Social Media platforms, Wix and Canva

*** We are open to working with academic institutions for this position to count as internship credit. Please indicate in your application if you are interested in pursuing this.*

Time Commitment: 7-10 hours per week.



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