

**Title:** HoPe Graduation Coach

**Reports to:** Director of Education

**Position Type:** Volunteer position

**Contact:** Send questions to [genesis.castro@hopestrong.org](mailto:genesis.castro@hopestrong.org)



**Duties and Responsibilities:**

- Provides support to the Director of Education
- Establish and build relationships with assigned students to help them graduate from high school, attend college, and qualify for scholarships
- Provide motivating and actionable guidance to assigned students
- Search for scholarship and leadership opportunities for students
- Dedicate ample time to helping every assigned student and fulfilling Graduation Coach duties
- Update scholarship databases on a regular basis
- Provide reports as scheduled
- Support the Education Department in additional college related projects
- Partake in monthly meetings with the Director of Education

**Qualifications:**

- College student or young professional
  - Preference will be given to applicants informed about educational barriers faced by first-generation and Latino students (economic barriers, undocumented/DACAmented status)
- Demonstrated interest/experience in Education, Youth Development, Mentorship
- Outstanding written and verbal communication skills in English required
- Comfortable calling and coordinating meetings with assigned Legacy Leaders
- 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.*