

Title: Alumni Engagement Intern

Reports to: Director of Alumni Engagement

Position Type: Volunteer position

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



Duties and Responsibilities:

- Assist in Alumni Association recruitment strategies
- Assist in alumni association logistics as sub-lead for all volunteers
- Develop and maintain current database of all HoPe Alumni
- Develop and distribute monthly HoPe Alumni Newsletters
- Collaborate with Expansion Coordinator to develop national map of alumni for expansion support
- Partake in bi-weekly meetings with Director of Alumni Engagement
- Partake in monthly meetings with Alumni Team
- Implement additional projects and tasks as assigned by the Director of Alumni Engagement
- Provide support to Director of Alumni Engagement and Alumni Association Coordinator as requested

Qualifications:

- College student or young professional
- Demonstrated interest/experience Business Development, Program Logistics, Event Planning, Relationship Building, and Professional Development/Networking
- 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
- HoPe Alumni preferred

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.*