

**Title:** Legacy Leaders Coordinator

**Reports to:** Director of Legacy Leaders

**Position Type:** Volunteer position

**Contact:** Send questions to [yanet.velazquez@hopestrong.org](mailto:yanet.velazquez@hopestrong.org)



**Duties and Responsibilities:**

- Track all Pre-HYLS Webinar confirmations & attendance
- Track HYLS confirmations & attendance
- Track all Legacy Leader Monthly Retreat (LLMR) confirmations & attendance
- Assist in LLMR confirmation requests
- Confirm LLMR catering, supplies, and material accommodations
- Print agenda for the LLMR
- Coordinate logistical needs for confirmed guest speakers
- Track all confirmed volunteers
- Deliver and track LLMR survey responses
- Assist in LLMR logistics as team lead for all volunteers
- Send appropriate event *Thank You Notes*
- Assist in hosting of monthly webinars
- Keep current database of all Legacy Leaders
- Send reminders to Legacy Leaders through Remind App
- Track all in-kind data and tax exempt letter needs
- Active member of the HoPe Youth Leadership Summit, and HoPe Leadership Awards planning committees
- Active member of the Legacy Leader Recruitment Committee
- Partake in weekly meetings with Director of Legacy Leaders
- Implement additional projects and tasks as assigned by the Director of Legacy Leaders
- Provide support to Director of Legacy Leaders

**Qualifications:**

- College student or young professional
- Demonstrated interest/experience in Youth Development, Leadership Development, Project Management, & Public Speaking
- 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:**

- 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.*