

**Title:** Outreach Intern

**Reports to:** Director of Outreach

**Position Type:** Volunteer position

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



**Duties and Responsibilities:**

- Develop and maintain community contact database
- Develop and maintain volunteer contact database
- Communicate and coordinate with volunteers for events
- Partake in weekly meetings with Director of Outreach
- Implement additional projects and tasks as assigned by the Director of Outreach
- Provide support to Director of Outreach

**Qualifications:**

- College student or young professional
- Demonstrated interest/experience in Community Relations, Networking, and Relationship Building
- Outstanding written and verbal communication skills in English and Spanish 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.*