

Title: College Visit Intern

Reports to: Director of Education

Position Type: Volunteer position

Contact: Send questions to genesis.castro@hopestrong.org



Duties and Responsibilities:

- Build relationships with Georgia educational institutions through emailing, calling, etc.
- Coordinate college bus trips with educational institutions for HoPe members.
- Promote college bus trips to HoPe members through promotional tools (social media, mailchimp, chapter databases)
- Track college bus trip registrations through online platforms (jotform, google drive, etc.)
- Collaborate with the Director of Outreach to recruit other chaperones/volunteers for each visit
- Collaborate with the Director of Education and Education Coordinator to distribute online surveys for each trip
- Use innovative tactics to increase college bus trip attendance rate
- Create reports on each individual college bus trip
- Support the Education Department in additional college related projects

Qualifications:

- College student or young professional
- Demonstrated interest/experience in Education, Event Planning, Youth Leadership field
- Outstanding written and verbal communication skills in English required
- Comfortable calling and coordinating plans with representatives from college admissions offices
- 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
- Reliable transportation and can commit to attending and leading volunteers at college bus trips

Time Commitment:

- ~Varies. Will range from 2-5 hours a week when there isn't a bus trip coming up to 5-10 hours a week leading up to a trip.

**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.*