



Title: Chapter President Coordinator

Reports to: Director of Leadership Chapters

Position Type: Volunteer position

Contact: Send questions to diana.vela@hopestrong.org

Duties and Responsibilities:

- Provide logistical support to the HoPe Leadership Chapter Presidents when requested
- Develop quarterly webinar trainings for the HoPe Leadership Chapter Presidents
- Provide resources to the HoPe Leadership Chapter Presidents
- Provide support to Director of Leadership Chapters in tracking and analyzing collected data from monthly reports
- Manage the President communication platform
- Collaborate and communicate with other Leadership Chapters Coordinators on chapter efforts
- Support special initiatives as assigned by the Director of Leadership Chapters
- Partake in bi-weekly meetings with Director of Leadership Chapters
- Partake in bi-monthly meetings with HoPe Leadership Chapters Coordinators
- Partake in quarterly Leadership Chapters Team meetings

Qualifications:

- College student or young professional
- Demonstrated interest/experience in project management, leadership development, community networking, program development
- Outstanding written and verbal communication skills in English
- Energetic, personable, and creative with an ability to relate well to diverse populations
- Be approachable and relationship oriented
- 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
- Ability to see solutions and opportunities
- Excellent time management skills
- Work effectively in teams
- Excellent organizational skills
- Ethical and moral character
- Strong leadership skills
- Proficiency in Google Drive (including Docs, Sheets and Calendar), Microsoft Office (including Word, Excel, and PowerPoint), and social media platforms (Instagram, Slack, Groupme, etc.) required.
- Must be willing to commit for the whole 2021-2022 academic year
- Strong commitment to HoPe's mission and values



Time Commitment:

- 5-7 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.*