



Title: Curriculum Content Writer

Reports to: DNA

Position Type: Volunteer position

Contact: Send questions to angela.hurtado@hopestrong.org

Duties and Responsibilities:

- Collect, organize, and layout, in written format, all of the content for each curriculum in a detailed, easy to read format for students
- Cultivate and nurture successful and productive relationships with the curriculum team.
- Have the curriculum content finalized by expected dates.
- Contribute to the curriculum content creation.
- Maintain organized the curriculum content folder.
- Partake in bi-weekly meetings with the curriculum team.

Qualifications:

- College student or young professional
- Demonstrated interest/experience in Writing, Youth Development and Leadership
- 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 Google Drive (including Docs, Sheets and Calendar), Microsoft Office (including Word, Excel, and PowerPoint).
- Must be willing to commit for the whole 2021-2022 academic year
- Strong commitment to HoPe's mission and values

Time Commitment:

- 3-5 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.*