

Title: National Chapter Coordinator

Position Type: Volunteer position

Reports to: Director of Special Initiatives

Contact: Send questions to info@hopestrong.org



Duties and Responsibilities:

- Lead the HoPe National Meetings virtually through Zoom
- Serve as main contact for all HoPe National Members
- Text and welcome all HoPe Members after receiving their membership application
- Update and maintain the HoPe National Chapter Database
- Partake in bi-weekly meetings with the Nation Chapter Team
- Implement additional projects and tasks as assigned by the Director of Special Initiatives
- Provide support to Director of Special Initiatives

Qualifications:

- College student or young professional
- Demonstrated interest/experience in Youth Development, Networking, and Relationship Building
- 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:

- 4-6 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.*