



Title: Special Initiatives Intern

Reports to: Director of Special Initiatives

Position Type: Volunteer position

Contact: Send questions to info@hopestrong.org

Duties and Responsibilities:

- Support the Director and Expansion Team in all expansion initiatives
 - Chapter Expansion Process with all prospective schools & Expansion Database
- Support the Director and National Chapter Team in all programming initiatives
 - Monthly National Meetings, Member Engagement & National Membership Database
- Support the Director in all volunteer engagement initiatives throughout the year
 - Three HoPe Volunteer Events (June, November, May), Eight Monthly Volunteer-Led Events (Aug-Oct., Dec-Apr.), Monthly Team Member Birthday Celebrations
- Partake in weekly meetings with the Director of Special Initiatives
- Partake in bi-weekly meeting with the National Chapter Team
- Implement additional projects and tasks as assigned by the Director of Special Initiatives
- Provide support to the 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.*