



Title: Alumni Events Coordinator

Reports to: Director of Alumni Engagement

Position Type: Volunteer position

Contact: Send questions to sebastian.puerta@hopestrong.org

Duties and Responsibilities:

- Lead and coordinate all programmed HoPe Alumni Events
- Serve as main contact for all HoPe Alumni Events
- Assist in keeping HoPe Alumni database current
- Partake in bi-weekly meetings with the Alumni Team
- Implement additional projects and tasks as assigned by the Director of Alumni Engagement
- Provide support to Director of Alumni Engagement as requested

Qualifications:

- College student or young professional
- Demonstrated interest/experience Business Development, Program Logistics, Event Planning, Relationship Building, and/or Professional Development/Networking
- 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.*