



**Title:** Legacy Process Intern

**Reports to:** Director of Legacy Leaders

**Position Type:** Volunteer position

**Contact:** Send questions to [chelsey.castro@hopestrong.org](mailto:chelsey.castro@hopestrong.org)

**Duties and Responsibilities:**

- Assist Legacy Leaders in completing their onboarding process when they are accepted
- Assist Legacy Leader & apprentice coordinator to track 1/4 of Legacy Leader confirmation and attendance of Legacy Leader Retreats
- Assist to execute monthly check-ins with 1/4 of Legacy Leaders
- Support Legacy Leaders by being their first point of contact for any questions or concerns
- Support department coordinators with special projects and initiatives
- Active member of the Legacy Leader Recruitment Committee
- Active member of the HoPe Youth Leadership Summit
- Active member of the Legacy Leader Retreats
- Active member of the HoPe Youth Awards
- Partake in bi-weekly meetings with Director of Legacy Leaders
- Partake in bi-monthly meetings with the Department of Legacy Leaders

**Qualifications:**

- College student or young professional
- Demonstrated interest/experience in Youth Development, Effective Organization, and Project Management
- Outstanding written and verbal communication skills in English required
- 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
- 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.*