



Title: Legacy Information Systems Coordinator

Reports to: Director of Legacy Leaders

Position Type: Volunteer position

Contact: Send questions to chelsey.castro@hopestrong.org

Duties and Responsibilities:

- Support department in collecting and managing data from Google Suites, Microsoft Office, and Salesforce
- Collect and analyze data of Legacy Leaders throughout the year to compile reports on a monthly basis regarding their performance in and feedback of the program
- Oversee and manage access to department forms and spreadsheets
- Provide IS troubleshooting support to the department
- Extend support to HoPe IS Team
- 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 information systems, data analysis, and program development
- 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:

- 5-7 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.*