

Title: Curriculum Lead

Reports to: DNA

Position Type: Volunteer position

Contact: Send questions to angela.hurtado@hopestrong.org



Duties and Responsibilities:

- Execute and lead the curriculum Strategy Plan & Team.
- Cultivate and nurture successful and productive relationships with the curriculum team.
- Accurately record minutes from meetings and support follow up processes.
- Maintains curriculum team's schedule by planning and scheduling meetings and follow ups.
- Lead team to have curriculum finalized by expected dates.
- Disseminate curriculum.
- Contribute to the curriculum content creation.
- Maintain organized the curriculum folder.
- Partake in bi-weekly meetings with the curriculum team.

Qualifications:

- College student or young professional
- Demonstrated interest/experience in Youth Development and Leadership
- 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:

- 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.*