



Title: Legacy Event Coordinator

Reports to: Director of Legacy Leaders

Position Type: Volunteer position

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

Duties and Responsibilities:

- Provide support to the Director of Legacy Leaders
- Assist in planning and coordinating the HoPe Youth Leadership Summit
- Assist in planning and coordinating Legacy Leader Retreats
- Assist in planning and coordinating the HoPe Youth Awards
- Assist in Implementing additional projects and tasks as assigned by the Director of Legacy Leaders
- Track all event confirmation and attendance of Legacy Leaders
- Track all event confirmation and attendance of volunteers
- Active member of the Legacy Leader Recruitment Committee
- 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 event management 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:

- 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.*