



Title: Chapter Communications Intern

Reports to: Chapter Communications Coordinator

Position Type: Volunteer position

Contact: Send questions to yasmeen.suarez@hopestrong.org

Duties and Responsibilities:

- Provide Graphic Design support to the Vice Presidents of Communication
- Assist in tracking and reporting social media metrics across all Leadership Chapters
- Assist in track login information for chapter social media accounts
- Assist in consulting and supporting the HoPe Leadership Chapter Vice Presidents of Communications
- Assist in capturing social media presence at all/majority HoPe events (retreats, conference, summit, etc.)
- Partake in weekly meetings with the Chapter Communications Coordinator
- Partake in quarterly meetings with the HoPe Leadership Chapters Team
- Implement additional projects and tasks as assigned by the Chapters Communication Coordinator
- Provide additional support to the Chapters Communication Coordinator

Qualifications:

- College student or young professional
- Demonstrated interest/experience in social media, programming and logistics
- 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), and social media platforms (Facebook, Twitter, YouTube, etc.) required.
- Must be willing to commit for the whole 2019-2020 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.*