Title: Chapter Information Systems Coordinator

Reports to: Director of Leadership Chapters

Position Type: Volunteer position

Contact: Send questions to diana.vela@hopestrong.org

Duties and Responsibilities:

- Support department objectives involving Googlesuits, Microsoft Office, and Salesforce
- Provide support to the Director of Leadership Chapters to identify and implement key strategies to continue growth and success of chapters
- Oversee and manage access to Leadership Chapter files
- Provide IS troubleshooting support to students
- Extend support to HoPe IS Team
- Develop IS trainings for Legacy Leaders and Leadership Chapters Team as needed.
- Support special initiatives as assigned by the Director of Leadership Chapters
- Partake in bi-weekly meetings with Director of Leadership Chapters
- Partake in bi-monthly meetings with HoPe Leadership Chapters Coordinators
- Partake in quarterly Leadership Chapters Team meetings

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
- 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
- Ability to see solutions and opportunities
- Process oriented
- 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 (Instagram, Slack, GroupMe, etc.) required.
- 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.