

**Title:** Newsletter Coordinator

**Position Type:** Volunteer position

**Reports to:** Director of Marketing

**Contact:** Send questions to [kimberly.alvarez@hopestrong.org](mailto:kimberly.alvarez@hopestrong.org)

**Time Commitment:** 3-5 hours per week.



**Duties and Responsibilities:**

- Implement a community newsletter plan to inform and inspire HoPe stakeholders
- Cultivate and nurture successful and productive relationships with the HoPe online community
- Develop and disseminate HoPe newsletters
- Contribute to the HoPe communications strategy
- Maintain organized and efficient records of all activities and contacts
- Prepared detailed monthly reports for the Director of Marketing
- Partake in bi-weekly meetings with the Director of Marketing

**Minimum Qualifications:**

- High School graduate of ethical and moral character
  - Preferably a college student or young professional
- Strong commitment to HoPe's mission and values
- Must be willing to commit for the whole 2020-2021 Academic Year (June - June)

**Qualifications:**

- Demonstrated interest/experience in Marketing, Education, Youth 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), and social media platforms (Facebook, Twitter, YouTube, etc.) required.

*\*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.*