

## **Supported Institution of the Month Initiative Program Coordinator (Volunteer)**

**Reports to:** Division of Initiative Programs  
**Position Status:** Volunteer (Unpaid)  
**Time Commitment:** 15-20 hours/week - as needed, when available.

### **About HBCU Campaign Fund**

In 2012, HBCU Campaign Fund (HCF) was founded under the vision and as the brainchild of founder Demetrius Johnson, Jr. HCF mission as an advocacy non-profit is to support the significance and raise funds to provide scholarships and for private and public HBCUs and MSIs.

### **Position Overview & Basic Function:**

The Program Coordinator role includes the selection, enrollment and coordination of the Support Institution of the Month Initiative Program at HCF. Other responsibilities include organizing and facilitating trainings, overseeing the development and execution of opportunities for the partnering schools, and program reporting duties.

### **Primary Responsibilities:**

- Assist with the planning, organizing and coordinating of the Supported Institution of the Month Initiative program and its activities
- Ensure implementation of program policies and practices
- Recruit, assess and interview eligible applicants for the program
- Maintain budget and track expenditures/transactions
- Manage communications through Communications & Marketing, social media, etc.
- Serve as a liaison with HBCUs and MSIs and their designated campus ambassadors
- Coordinate on-site arrangements for all meetings and events with partners
- Meet with participants to assess program process and growth

### **Required Skills and Education:**

- Bachelor's degree preferred; at least 2 years of experience related to the duties and responsibilities specified
- Ability to coordinate and organize meetings and/or special events
- Skills in organizing resources and establishing priorities
- Ability to work independently
- Confidence in networking and outreach
- Enthusiasm for the mission of HCF, students, HBCUs, MSIs and higher education

### **Benefits:**

- Build experience working with a non-profit organization, HBCUs and MSIs representatives and students.
- Stipend or salary allowance may become available

### **To Apply:**

Deadline is Monday, April 6, 2020. Applicants must apply online at [www.hbcucampaignfund.org/opportunities](http://www.hbcucampaignfund.org/opportunities). Please include a cover letter of interest and resume.