



HISPANIC SCHOLARSHIP FUND

Position: Analyst, Student & Family Programs
Reports to: Director, Student & Family Programs
Location: Gardena, CA

Who We Are/What We Do

Founded in 1975, the Hispanic Scholarship Fund empowers Latino families with the knowledge and resources to successfully complete a higher education, while providing scholarships and support services to as many exceptional Hispanic American students as possible. HSF strives to make college education a top priority for every Latino family across the nation, mobilizing our community to proactively advance that goal – each individual, over a lifetime, in every way he/she can. HSF also seeks to give its Scholars all the tools they need to do well in their course work, graduate, enter a profession, excel, help lead our nation going forward, and mentor the generations to come. As the nation's largest not-for-profit organization supporting Hispanic American higher education, HSF has awarded over \$500 million in scholarships and provides a range of impactful programs for students, HSF Scholars, Alumni, and parents. For more information about the Hispanic Scholarship Fund, please visit HSF.net.

Job Responsibilities

The Analyst with Student and Family Programs will support in the planning and execution of 19 annual programs and conferences, directly serving more than 5,000 high school students and parents across the US.

Job Requirements

- Follow established protocols, timelines, and systems, to maximize efficiency within HSF programs (and provide feedback to existing systems, and/or assist with the creation of new protocols if need be).
- Effectively collaborate with other team members and with other departments to accomplish programmatic and organizational goals
- Assist with programmatic and logistical execution of all HSF Student & Family programs
- Support event communication and branding through marketing responsibilities, including but not limited to: email invitations, phone communications, or creation of collateral materials (flyers, etc.)
- Provide necessary reports to department leadership to assist with data-driven decision making
- In collaboration with the HSF Fulfillment department, oversee the inventory, packing, and shipment of necessary supplies for HSF programs across the country
- Communicate and interact in a professional manner with many diverse stakeholders before and during HSF events
- Engage with corporate donors and ensure all sponsor benefits are fulfilled
- Perform other duties, as assigned

Qualifications

Education/Experience

- BA or BS from an accredited University
- Experience in public relations and administration, preferred
- Background with community programming and program development

Professional Skills

- Demonstrated skills, knowledge and experience in working in event planning, community organizations, and logistical execution
- Ability to communicate the organization's mission and interests to a broad audience, including scope of programming
- Strong communication, public speaking, and interpersonal skills

Technical Skills

- Excellent software skills, particularly with Microsoft Word, PowerPoint, and Excel
- Knowledge of email campaign software, survey monkey, Eventbrite, and Adobe Illustrator, a plus
- Salesforce CRM experience, a plus

Critical Attributes

- An affinity and proven track record for teamwork and an ability to work well with a broad range of constituencies

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- Organized, passionate, and independently motivated
- A comfort level for working under pressure to meet deadlines
- A comfort with showing initiative, being proactive with projects, and providing suggestions and feedback for process improvement
- An ability to thrive in a fast-paced environment; sound organizational skills

Additional Requirements

- Fluency in Spanish, a plus
- Ability to travel 25%-35% of the year
- Flexible to work weekends and/or extended work days, as required

Other Criteria

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires:

- Constant sitting or standing
- Some walking around
- Occasionally lifting no more than 10 lbs.
- Lifting no more than 30lbs during events

To Apply: email resume and cover letter to employment@hsf.net

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