



HISPANIC SCHOLARSHIP FUND

Position: Analyst, Student Programs
Reports to: Director, Student 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 \$588 million in scholarships and provides a range of programs for students, HSF Scholars, Alumni, and parents. For more information about the Hispanic Scholarship Fund, please visit HSF.net.

Department Description

The Student Programs department provides planning, implementation, and operational success of HSF Student Programs, including but not limited to the Youth Leadership Institute (YLI) and the Young Leaders Summit (YLS).

Role Description

The Analyst with the Student Programs Department will support the planning and execution of the Youth Leadership Institutes (YLIs) and Young Leaders Summit (YLS), as well as support operations across various functions of the HSF Marketing and Programs department.

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 programs, in particular the Youth Leadership Institute (YLI) and Young Leaders Summit (YLS)
- Support the Family Programs Department and the HSF briefings, as needed
- 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 student conferences 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
- Fluency in Spanish, a plus

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Specific Professional Skills

- At least one (1) year of experience in working in event planning, community organizations, and logistical execution
- Background with community programming and program development
- Strong communication, public speaking, and interpersonal skills
- An affinity and proven track record for teamwork and an ability to work well with a broad range of constituencies

Technical Skills

- Excellent software skills, particularly with Microsoft Word, PowerPoint, and Excel
- Knowledge of email campaign software (Marketo), Survey Monkey, Eventbrite, and Adobe Illustrator, a plus
- Salesforce CRM experience, a plus

Personal Attributes

- An ability to thrive in a fast-paced environment; sound organizational skills
- Ability to communicate the organization's mission and interests to a broad audience, including scope of programming
- Organized, passionate, and independently motivated
- A comfort level for working under pressure to meet deadlines
- Show initiative, being proactive with projects, and providing suggestions and feedback for process improvement

Additional Requirements

- Ability to travel 15%-20% 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, with assistance

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

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