



HISPANIC SCHOLARSHIP FUND

Position: Manager, 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).

Job Description

Reporting to the Director of Student Programs, the Manager is responsible for managing the logistical 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 department

Job Requirements

- Manage the logistical preparation and on-site execution of all HSF Student programs, in particular the Youth Leadership Institute (YLI) and Young Leaders Summit (YLS). This includes, but is not limited to: facilities, food, inventory, student travel, dorming, run of shows, etc.
- Manage communication and branding through marketing responsibilities, including but not limited to: email communications (campaigns, recruitment), phone communications (incoming and outgoing), HSF message center, or creation of collateral materials (sponsor banner, flyers, etc.)
- In collaboration with the HSF Fulfillment department, provide oversight of the packing, and shipment of necessary supplies for HSF student conferences across the country
- Manage on-site volunteers, and effectively utilize their roles to maximize efficiency and program success
- Manage communication with corporate donors and ensure all sponsor benefits are fulfilled
- Support the Director with program components including, but not limited to: speaker confirmations, walkthroughs, room set ups, greeting VIP guests, etc.
- Communicate and interact in a professional manner with many diverse stakeholders before and during HSF events
- Provide necessary reports to Director to assist with data-driven decision making
- Follow established protocols, timelines, and systems, to maximize efficiency within HSF programs (and provide feedback to existing systems, and/or propose the creation of new protocols if need be).
- Effectively collaborate with other team members and with other departments to accomplish programmatic and organizational goals
- Support the Family Programs Department and the HSF briefings, as needed

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- Perform other duties, as assigned

Qualifications

Education/Experience

- BA or BS from an accredited University
- Fluency in Spanish, a plus

Specific Professional Skills

- Three – five (3-5) years of experience in event planning and logistical execution of programs, conferences, and/or events
- 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 & Blue Hornet), Survey Monkey, Eventbrite, and Adobe Illustrator, a plus
- Salesforce CRM experience, a plus

Personal Attributes

- Ability to communicate the organization's mission and interests to a broad audience
- Shows initiative, is proactive with projects, and shows positive attitude while providing recommendations and solutions
- The knowledge, intellect, temperament, and flexibility to work effectively in an intense, fast-paced, and high-performance environment
- A comfort level for working under pressure to meet deadlines
- Organized, passionate, highly attentive to detail, and independently motivated
- Ability to manage diverse relationships and interact with all types of people, at all levels of an organization
- Team player with powerful leadership skills

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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