



The HSP Fellows Program

Founded in 1989, The Hispanic Summer Program is a 501(c)3 non-profit organization that creates year-round educational spaces that support the training and development of Latinx Theological Leaders—especially those in Masters level programs at accredited seminaries, divinity schools, and graduate-level religious studies departments.

The Hispanic Summer Program welcomes applications for the position of HSP Fellow for Communications and Marketing. This paid, part-time position seeks to equip a Masters level student with skills in administration and non-profit management while also expanding the scope and reach of the Hispanic Summer Program. See the job description below.

Interested applicants should submit a cover letter and resume to Dr. Jorge Juan Rodríguez V at jrodriguez@hispanicsummerprogram.org by March 22, 2024.

Cover letters should include:

- Basic information including Name, Date, and Address;
- Qualities and characteristics of why the applicant would be qualified for this position;
- Highlights of accomplishments that demonstrate skills pertinent to the position;
- An articulation of why working for the Hispanic Summer Program would assist the applicant in their own vocational trajectory.

Resumes should:

- Not exceed two pages in length;
- Include basic information including Name and Address;
- Highlight educational history;
- Highlight pertinent work experiences including volunteer work;
- Provide names and email addresses of three references.

For more information about the Hispanic Summer Program, visit: www.hispanicsummerprogram.org



Job Description | HSP Fellow for Communications and Marketing

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Position Title:

HSP Fellow for Communications and Marketing
[Remote] [Fellows Program] [Part Time]

Reports To:

The HSP Fellow in Communications and Marketing will report to the Senior Fellow in Marketing and Communications Strategy and the Senior Fellow in Marketing and Graphic Design.

Job Overview

The HSP Fellows Program provides opportunities for graduate students at HSP Sponsoring Schools to develop administrative skills that would be immediately applicable to various careers post-graduation. While each Fellow will focus on a particular sub-section of the HSP to help expand and enhance the impact of the organization's mission, Fellows will regularly meet with one another to share their work and participate in professional development training that will further empower them as theological leaders.

The HSP Fellow for Communications and Information Technology will work with the Senior Fellow in Marketing and Communications Strategy and Senior Fellow in Marketing and Graphic Design to advance communications efforts, especially those related to online marketing. The HSP Fellow will learn about communications strategy, marketing technology, and the online infrastructure that makes programming at a small nonprofit possible. While such work will benefit the HSP, it will also provide the Fellow with real-world experience in nonprofit profit management and project development for the 21st century.



Responsibilities and Duties:

- Create and distribute weekly newsletter and social media posts in collaboration with the Senior Fellows;
- Maintain online marketing infrastructure including, but not limited to, Mail Chimp, Later, and Event Brite;
- Collaborate with other HSP Fellows on pertinent projects;
- Participate in regular professional development training on various topics related to nonprofit management including, but not limited to, grant writing, meeting facilitation, and budgeting.

Qualifications:

The HSP Fellow for Communications and Marketing of the Hispanic Summer Program must:

- Be enrolled as a student at an HSP Sponsoring School;
- Have, at least, one year left before graduation;
- Have a collaborative spirit and willingness to work with a team;
- Demonstrate strong skills in writing, editing, and proofreading;
- Demonstrate strong organization and time management skills;
- Maintain confidentiality of records;
- Preference is given to bilingual (English/Spanish) candidates, but being bilingual is not required;
- Be willing to learn new technologies including Monday.com, Mailchimp, and Moodle;
- Preference is given to alumni of one or more HSP programs (e.g. J-Term, Summer Session), but individuals new to the organization will also be considered.

Term of Contract and Compensation:

HSP Fellows are offered a one-year contract and an annual stipend of \$9,000, or \$750 a month. HSP Fellows are expected to work an average of 5 - 10 hours per week. Additional funds are available for travel to and from HSP-related events pertinent to the Fellow's work.