

Scholarship Roundtable Project Manager (Volunteer)

Royal Daughters of GOD, Inc.

♦Flossmoor, IL

♦09/21/2018

Role Description

Position: Scholarship Roundtable Project Manager Volunteer

[Royal Daughters of GOD, Inc.](#), in Flossmoor, IL is seeking to fill our project based Scholarship Roundtable Project Manager volunteer position with an enthusiastic, career minded, individual, with a strong work ethic and a commitment to teamwork. This position reports to the Founding Director and has responsibility for assisting with the development and execution of acquiring scholarships for our students.

As part of the Scholarship Roundtable team your primary duties will include but are not limited to:

- Review student program applications and meet a deadline to recommend students based on application content
- Help students identify suitable scholarships (Options provided by the RDOG)
- Develop customized scholarship application plans for students
- Manage the scholarship application process
- Help students identify their scholarship need
- Conduct meetings with students, parents and designated team members to ensure that deadlines are met and progress is properly measured
- Manage the students accountability to the scholarship application process
- Manage project to make sure that tasks get completed in a timely manner

Job Requirements

Please Note: This position is VOLUNTEER with supported training and development. If you are NOT SURE that you meet these qualifications please call us or email us.

Required Qualifications:

- Excellent mentorship and communication skills
- Strong organizational and follow-up skills
- Ambition, strong work ethic, and open to new ideas
- Demonstrated experience working in an autonomous environment
- Demonstrated experience managing a team
- Above average desktop computer skills with experience in MS Excel, Word, Power Point and Google
- Subject to clearing background screening

***If you're seeking to gain experience and are seeking a fast paced environment and challenging opportunity in a small company with a unique corporate culture please apply now.

Job Snapshot

Pay:	Volunteer
Employment Type:	Internship/Community Service Hours
Job Type:	Sales, Marketing, Internship
Education:	Majors: Accounting, English, Finance, Educational Leadership
Experience:	Not specified
Manage Others:	Not specified

Industry: Non-profit, Education, Community Service
Required Travel: None

Project term: Program based up to 1-year

For immediate consideration please email resume to rdog@royaldaughtersofgod.org