

Supplemental Questions:

HOPE Project Staff 2025-2026: Supplemental Application Questions

1. Why are you interested in working for Project HOPE?

2. What skills or experiences make you fit for HOPE's outreach and academic preparation goals?

Positions:

Assistant Project Coordinator

The Higher Opportunity Program for Education (HOPE) Project, founded by the Vietnamese Student Union (VSU) at UCLA in 1999, is committed toward outreaching and promoting higher education access to disadvantaged youth in Los Angeles and Orange County. We exist to raise consciousness of higher education, promote leadership development, and nurture holistic empowerment through peer advising, mentorship, tutoring, workshops, and field trips. Under the guidance of the Student Initiated Outreach Committee (SIOC) and the direction of VSU, HOPE strives to achieve its goal of educational equity for all.

The APC's job responsibilities play an important role in staff development and component support. The APC's role is to lead in the assessment and development of the project, which include but not limited to planning staff meetings, retreats, monitor and troubleshoot project staff dynamics, leadership development, and supervision of all project events and cross-campus collaborations. The APC is also responsible for co-coordinating the Internship Component. The APC will conduct one-on-ones with staff members and interns to monitor their growth. The APC is also responsible for keeping admin and staff accountable to their duties and responsibilities such as tracking, programming, and evaluation. The Assistant Project Coordinator will work closely with the Outreach Coordinator to understand the needs of the project in relation to its sponsoring organization (VSU), and support in the overall duties of the project. Lastly, the APC is expected to supervise funding application grant writing, budgeting, and fundraising efforts.

Time Commitment

- 2-hour staff meeting weekly
- 2-hour internship meeting weekly
- 1-hour office hour weekly
- 5-hour site weekly (tentative site times)

- Loara HS: 1 - 6 pm, Monday
- Westminster HS: 2 - 8 pm, Tuesday
- Gilbert HS: 12 - 6 pm, Wednesday
- San Gabriel HS: 2 - 8pm, Thursday
- 17-hour weekly commitment

Key Responsibilities

- Fulfill all administrative responsibilities in absence of the Project Coordinator
- Develop the project's yearlong intern cohort
- Help supervise admin, develop curriculum for training in conjunction with the Project Coordinator, and coordinate the collective development of all staff and volunteers using the necessary tools and needs assessment
- Facilitate staff development via staff meetings and retreats with the Project Coordinator and Operations Coordinator
- Supervise all project finances, working in tandem with other coordinators for funding applications, fundraising, and budgeting

Qualifications

- Strong interpersonal skills
- Planning/Organizing/Logistical skills
- Strong written and verbal skills
- Strong leadership skills

Operations Coordinator

The Higher Opportunity Program for Education (HOPE) Project, founded by the Vietnamese Student Union (VSU) at UCLA in 1999, is committed toward outreaching and promoting higher education access to disadvantaged youth in Los Angeles and Orange County. We exist to raise consciousness of higher education, promote leadership development, and nurture holistic empowerment through peer advising, mentorship, tutoring, workshops, and field trips. Under the guidance of the Student Initiated Outreach Committee (SIOC) and the direction of VSU, HOPE strives to achieve its goal of educational equity for all.

The Operations Coordinator's job responsibilities are logistical and are key to staff support. Throughout the year, the OC will develop a strong volunteer cohort by executing training to bridge the connection between sites and volunteers. The OC is also responsible for fundraising efforts and for direct communication with external approved vendors. The OC is also required to assist the APC in integrating a concrete Staff Assistant Program that will directly assist Project Staff. The Operations Coordinator will work closely with the Assistant Project Coordinator in order to promote staff development and will simultaneously support staff in daily tasks and execution of major events.

Time Commitment

- 2-hour staff meeting weekly
- 2-hour internship meeting weekly
- 1-hour office hour weekly
- 5-hour site weekly (tentative site times)
 - Loara HS: 1 - 6 pm, Monday
 - Westminster HS: 2 - 8 pm, Tuesday
 - Gilbert HS: 12 - 6 pm, Wednesday
 - San Gabriel HS: 2 - 8pm, Thursday
- 15-hour weekly commitment

Key Responsibilities

- Actively participate in the programming of all HOPE events alongside the respective event coordinator, particularly in the fiscal and logistical aspects
- Create and facilitate comprehensive and site - and event - specific volunteer trainings in conjunction with the Project Coordinator
- Outreach for the project through means such as (but not limited to) email, newsletter, social media, and the project's website
- Spearhead the project's fundraising efforts

- Solidify the foundation of staff and intern shadowing program in conjunction with the Assistant Project Coordinator
- Facilitate staff development via staff meetings and retreat in conjunction with the Assistant Project Coordinator and Operations Coordinator
- Provide additional support to the project as needed

Qualifications

- Strong interpersonal skills
- Planning/Organizing/Logistical skills
- Strong written and verbal skills
- Strong leadership skills

Peer Advising Coordinator

The Higher Opportunity Program for Education (HOPE) Project, founded by the Vietnamese Student Union (VSU) at UCLA in 1999, is committed toward outreaching and promoting higher education access to disadvantaged youth in Los Angeles and Orange County. We exist to raise consciousness of higher education, promote leadership development, and nurture holistic empowerment through peer advising, mentorship, tutoring, workshops, and field trips. Under the guidance of the Student Initiated Outreach Committee (SIOC) and the direction of VSU, HOPE strives to achieve its goal of educational equity for all.

The Peer Advising Coordinator facilitates the development of activities and programs related to the Peer Advising Component. Each quarter, the PAC will coordinate the Peer Advising curriculum and attend necessary training sessions by the SIOC and SREC and ensure its implementation to promote the holistic development of students with the prioritization of their academics beyond all else. The PAC will ensure the peer advisor's academic and holistic growth and development, which in turn facilitates the same development for students served. The PAC is tasked to develop consistent tracking, facilitate peer advising collectives, as well as conduct 1-on-1 meetings with peer advisors to guarantee the quality of student sessions. The PAC will also coordinate an annual Community Tour event or PAC-specific initiative involving all sites.

Time Commitment

- 2-hour staff meeting weekly
- 1-hour office hour weekly
- 5-hour site weekly (tentative site times)
 - Loara HS: 1 - 6 pm, Monday
 - Westminster HS: 2 - 8 pm, Tuesday
 - Gilbert HS: 12 - 6 pm, Wednesday
 - San Gabriel HS: 2 - 8pm, Thursday
- 15-hour weekly commitment

Key Responsibilities

- Coordinate the outreach, development, and evaluation of peer advising services, including workshops
- Develop curriculum, tools, and resources related to peer advising and holistic development
- Create a mentorship infrastructure between volunteers and students
- Provide peer advising support & feedback through peer advising 1-on-1s
- Plan and facilitate field trips

Qualifications

- Strong interpersonal skills
- Planning/Organizing/Logistical skills
- Strong written and verbal skills
- Strong leadership skills

Academic Development Coordinator

The Higher Opportunity Program for Education (HOPE) Project, founded by the Vietnamese Student Union (VSU) at UCLA in 1999, is committed toward outreaching and promoting higher education access to disadvantaged youth in Los Angeles and Orange County. We exist to raise consciousness of higher education, promote leadership development, and nurture holistic empowerment through peer advising, mentorship, tutoring, workshops, and field trips. Under the guidance of the Student Initiated Outreach Committee (SIOC) and the direction of VSU, HOPE strives to achieve its goal of educational equity for all.

The Academic Development Coordinator ensures the academic needs of HOPE students are met through academic workshops, tutoring, writing development, test preparation, and skill building. The ADC will coordinate with the Peer Advising Coordinator to make sure that the students' specific needs are attended to by development academic support curriculum and facilitate the academic development needs of the students. The ADC will work with the Higher Education Coordinator for an annual College Tour or joint-led initiative involving all sites. During College Application season and Financial Aid/FAFSA season (largely Fall-Winter quarter), the ADC will work with the Higher Education Coordinator to facilitate online office-hours.

Time Commitment

- 2-hour staff meeting weekly
- 1-hour office hour weekly
- 5-hour site weekly (tentative site times)
 - Loara HS: 1 - 6 pm, Monday
 - Westminster HS: 2 - 8 pm, Tuesday
 - Gilbert HS: 12 - 6 pm, Wednesday
 - San Gabriel HS: 2 - 8pm, Thursday
- 15-hour weekly commitment

Key Responsibilities

- Coordinate the outreach, development, and evaluation of academic services, including tutoring, college readiness workshops, and test preparation sessions
- Develop curriculum, tools, and resources related to academic development
- Actively recruit volunteers specializing in specific subject areas
- Monitor the academic development and college preparation outcomes of students
- Plan and facilitate field trips
- Partner with HEC to joint-lead an event/field trip (i.e., College Tour, office hours)

Qualifications

- Strong interpersonal skills
- Planning/Organizing/Logistical skills
- Strong written and verbal skills
- Strong leadership skills

Higher Education Coordinator

The Higher Opportunity Program for Education (HOPE) Project, founded by the Vietnamese Student Union (VSU) at UCLA in 1999, is committed toward outreaching and promoting higher education access to disadvantaged youth in Los Angeles and Orange County. We exist to raise consciousness of higher education, promote leadership development, and nurture holistic empowerment through peer advising, mentorship, tutoring, workshops, and field trips. Under the guidance of the Student Initiated Outreach Committee (SIOC) and the direction of VSU, HOPE strives to achieve its goal of educational equity for all.

The Higher Education Coordinator is instrumental in promoting student accessibility to higher education through the facilitation of workshops, informational documents, and other resources. The HEC will communicate with counselors and administrators of both high school and college level systems to better support the students. The HEC will also work with the Academic Development Coordinator for the annual College Tour. Additionally, during College Application season and Financial Aid/FAFSA season (largely Fall-Winter quarter), the HEC will work with the Academic Development Coordinator to facilitate online office-hours.

Time Commitment

- 2-hour staff meeting weekly
- 1-hour office hour weekly
- 5-hour site weekly (tentative site times)
 - Loara HS: 1 - 6 pm, Monday
 - Westminster HS: 2 - 8 pm, Tuesday
 - Gilbert HS: 12 - 6 pm, Wednesday
 - San Gabriel HS: 2 - 8pm, Thursday
- 15-hour weekly commitment

Key Responsibilities

- Communicate with sites' administrators and counselors to holistically support the college application process and enhance understanding of higher education
- Create materials and resources on scholarship and internship along with year-round support of application reviews.
- Communicate with a wide variety of higher education institutions (CCs, CSUs, Privates, etc) in order to provide students with information about various higher education systems and their application processes.
- Coordinate the outreach, development, and evaluation of services related to higher education, including workshops

- Support the creation of materials for volunteer development on non-traditional pathways post-secondary education.
- Partner with ADC to joint-lead an event/field trip (i.e., College Tour, office hours)

Qualifications

- Strong interpersonal skills
- Planning/Organizing/Logistical skills
- Strong written and verbal skills
- Strong leadership skills

Site Coordinator (4)

The Higher Opportunity Program for Education (HOPE) Project, founded by the Vietnamese Student Union (VSU) at UCLA in 1999, is committed toward outreaching and promoting higher education access to disadvantaged youth in Los Angeles and Orange County. We exist to raise consciousness of higher education, promote leadership development, and nurture holistic empowerment through peer advising, mentorship, tutoring, workshops, and field trips. Under the guidance of the Student Initiated Outreach Committee (SIOC) and the direction of VSU, HOPE strives to achieve its goal of educational equity for all.

The Site Coordinator is responsible for the effectiveness and efficiency of site coordination with regards to site structure and student and volunteer flow. The Site Coordinator works with the Peer Advising Coordinator, Academic Development Coordinator and Higher Education Coordinator to ensure all student needs are met. The Site Coordinator is responsible for coordinating the Site's Shadow Day event. The Site Coordinator is the main liaison between the Site's admin/faculty, students, and UCLA (i.e., Project HOPE Staff, UCLA Admin).

Time Commitment

- 2-hour staff meeting weekly
- 1-hour office hour weekly
- 5-hour site weekly (tentative site times)
 - Loara HS: 1 - 6 pm, Monday
 - Westminster HS: 2 - 8 pm, Tuesday
 - Gilbert HS: 12 - 6 pm, Wednesday
 - San Gabriel HS: 2 - 8pm, Thursday
- 15-hour weekly commitment

Key Responsibilities

- Monitor one of four HOPE sites (Loara High School, Westminster High School, Gilbert High School, or San Gabriel High School)
- Coordinate the site program/agenda
- Develop curriculum, tools, and resources for site
- Spearhead outreach efforts to service recipients at site
- Monitor staff and volunteer's performance and attendance to site
- Coordinate the evaluation of site services
- Build relationships with site and community contacts
- Plan and facilitate field trips

Qualifications

- Strong interpersonal skills
- Planning/Organizing/Logistical skills
- Strong written and verbal skills
- Strong leadership skills