



The Harry Potter Alliance - Open Staff Positions

The HP Alliance is always growing and looking for more people to help it do so (on a volunteer basis)! Any one who wants to contact the HPA should write Kate at kate@thehpalliance.org. All current volunteers at the HP Alliance are welcome to apply if they seek to switch tracks. Thank you so much for your interest!

Staff Openings are not limited to just the descriptions listed! If you have a particular passion or skill that you think the HPA would benefit by, please feel free to suggest a new position. The HPA grows by fostering new ideas, and being on HPA Staff means contributing your voice and creativity. If you have an idea for a new project or campaign, please let us know!

How To Apply:

- Send an email to our Staff Coordinator, Kate, at kate@thehpalliance.org with the position to which you are applying the **SUBJECT line**. Please include a valid email address, a little bit about yourself and why you are interested in that position.
- Please include all relevant experience or links to relative sites showing examples of your work and whatever clips, resumes, examples, etc., you would like to send. **Document Attachments should be sent in .pdf or .doc format only.**
- Basic requirements to be a Staffer: Frequent access to the internet is the only requirement for HPA Staffers. The HPA is a completely online organization, so if you do not have regular and reliable internet access, you can volunteer to help with other aspects of the HPA. Check out Chapters, or email kate@thehpalliance.org for more info. All positions are on a volunteer basis.
- Please be patient if you do not receive a response right away. We did receive your application, but due to the volume of emails it may be a couple of weeks before we contact you.

PROJECT LEADERS

The HPA has a number of upcoming and ongoing projects, and we need energetic people to help lead these projects! We are looking for individuals who want to contribute creatively and can take initiative, set goals, help coordinate different aspects, and follow through until a project's completion. Projects range from long-term, short-term, large, and small, so if you are unable to make a long time commitment, but still want to volunteer for the HPA this position might be right for you! Some of our current projects that we are seeking leaders for include: Magical Act of Kindness, Gay Rights Campaign Leader, Environmental Issues Campaign Leader, A Coordinator for our Programming at LeakyCon, HPA contests, Potterwatch, podcast segments, and many many more. Projects are varied, so you may find yourself working on many different things throughout your volunteer career, or you could find a campaign you love and stick with it! If you are interested in helping, please contact us for more information on HPA projects.



CHAPTERS Coordinators – 2 Positions available.

Do you have experience working with social activism organizations? We are currently looking for an individual to assist our current Chapters Coordinator with motivating and organizing HPA Chapters. Responsibilities for one of the positions will include working closely with Chapter Organizers to set and achieve Chapter goals. The other position will work to create and write printed material for Chapters; this includes handbooks, fliers, website text, and other writing projects. These positions require organized, detail-oriented persons who are passionate about inspiring others to work towards a more magical, just, and loving world. Please include a resume, or description of your past experience with activist organizations. Listing one or two references we could contact would be helpful, but not required!

Social Networking Coordinator

The Social Networking Coordinator coordinates Harry Potter Alliance's Facebook, MySpace, YouTube, Digg, Twitter, and many other nonprofit networking sites. If you are internet savvy, this position is for you! The Coordinator checks these accounts on a regular basis, keeps them up-to-date with HPA events, confirms friend requests, answers messages, and sends out bulletins and action alerts. In addition, this person will be helping us find new networking sites and come up with creative ways to keep people involved in these groups (example: utilizing Facebook) and bring in new members!

Contributing Bloggers/Copywriters

Love to write? The HP Alliance is looking for individuals interested in contributing to our blog on a regular basis. All contributing bloggers will work with our Managing Editor to write interesting, relevant blogs that will educate and inspire our members. We are also looking for individuals who would like to assist with producing written materials for the HPA (for example, pdf guides such as our Chapter Charms). College students with an interest in writing are encouraged to apply! All applicants should submit at least two writing samples as well as a short paragraph on the type of writing you hope to do and/or the types of issues that motivate and inspire you. One may apply for either, or both jobs.

Staff Assistant

The HPA is currently seeking a personal assistant to the Staff Coordinator. Responsibilities will vary, but generally include assisting with scheduling, organizing projects, reading and answering emails, keeping up-to-date with current projects, and other administrative duties. If you have a knack for being organized, supporting others, and want to truly make an essential contribution to the HPA, then this position is for you! A resume is not necessary, but helpful.

Fundraising Helpers

Good with muggle money? We are looking for a number of creative and dedicated people to help with different areas of fund raising for the HPA. This includes event planning, maintaining a database of donors, seeking out and helping to cultivate relationships with potential donors, writing thank you letters and correspondences to donors, coordinating grant writing, and coordinating our Chapters' fund raising efforts. If you are enthusiastic and knowledgeable about any of these subjects, please contact us! Applicants should have some experience with development in one or more of these areas.



Internship Coordinator

Are you interested in helping college students get class credit for volunteering for the HPA? We are looking for a witch or wizard who can help the HPA develop and maintain an Internship Program! This person would help develop intern positions, act as the liaison between the HPA and universities, oversee the interns' activities, and eventually establish long term relationships with universities.

Podcast Editors

We are currently looking for experienced individuals to help edit and produce the HPA's podcast, Potterwatch! Potterwatch episodes are released roughly once every two months or so, but will hopefully become more regularly scheduled in the future. If you have experience producing a podcast, or with sound-editing software, and would like to contribute to the HPA, please contact us!

Podcast Director

We are looking for someone to act as a producer for the HPA's podcast, Potterwatch. This includes scheduling, coordinating podcast segments with current campaigns, helping brainstorm new segments, writing up show notes, posting when new episodes are released, working closely with podcast editors and transcribers.

Graphic Design Artists

Have experience with graphic design? Are you a graphic design student? Are you an HP Fan Artist? The HP Alliance is on the lookout for individuals who would like to contribute their creativity to the HPA to design fliers, print materials, flash videos, banners, buttons and other images for the HPA. Please send in 2 samples of any previous design work (it does not have to be Harry Potter related!).

Programmers/Web & Technical Experts

The HPA is currently looking for technical experts to help improve and maintain the HPA's website and forum sections. Whether you have experience in programming, web maintenance, flash, design, etc, we need your advice and help in building better online resources for our members. Please include a description of any relevant experience in your application.

Wizard Rock Gamot Liaison

The HPA will soon be officially announcing the Wizrockengamot, which is a special group that Wizard Rock bands may join in order to discuss and brainstorm ways to support and promote the HPA; essentially bands act as chapters of the HPA. We need someone to coordinate, motivate, inspire, and organize the gamot's effort; the leader's responsibilities include helping bands set and achieve goals, creating a newsletter for gamot members, fostering discussion and brainstorming ideas about fundraising, helping coordinate band activities with chapters, and more.

Grant writers

Have experience with grant writing for nonprofit organizations? No experience but interested in learning? We are looking for a good team of individuals to seek out, prepare, and follow through with grant opportunities for the HPA.

**Hogwarts Administrator**

We are currently looking for a School Administrator to assist and coordinate an upcoming project, the HPA University! Responsibilities will include assisting with class scheduling, assembling various materials, overseeing class registrations, faculty support, maintaining databases of students and participants, among other administrative duties. Please include a resume with your application.

Muggle Press Person Extraordinaire

Have experience writing press releases or media outreach? We need your help! Responsibilities include writing up and sending out press releases, maintaining a database of press contacts, following up with press, and in generally contributing to the promotion of the HPA through the Muggle Presses.