

## **RECRUITMENT MANAGER JOB DESCRIPTION**

**Summary of Position:** The Recruitment Manager oversees AmeriCorps recruitment activities for the organization and works closely with the AmeriCorps Director to ensure engagement of high quality members to support Impact's mission. The Recruitment Manager works with other members of the recruitment team to coordinate the process of recruiting AmeriCorps Members for Impact America in all states we serve, including developing relationships with career offices and college campuses, representing Impact America at campus-based events, screening and interviewing potential AmeriCorps Members, and supervising the onboarding process for incoming Members.

### **Leadership:**

- Actively researches and incorporates new recruitment strategies.
- Works to achieve monthly, quarterly, and annual recruitment goals based on organizational needs and funding.
- Manages the recruitment budget.
- Works closely with Regional Directors to ensure consistent recruiting efforts at all locations.
- Assist in preparing consistent and effective marketing strategies and materials.
- Assesses the needs of the recruitment office and communicates these needs to the AmeriCorps Director.
- Prepare and train others to assist with recruitment efforts.

### **Recruitment (in collaboration with recruitment team):**

- Develops recruiting calendar, goals, and strategies to increase the profile of Impact America on targeted college campuses in the Southeast and across the country.
- Identifies and strengthens college/career center partnerships to raise Impact America's profile at targeted campuses.
- Schedules and conducts information sessions about Impact America at nearby colleges and universities.
- Communicates with service-learning faculty across the country to provide information about the AmeriCorps opportunity.
- Identifies and reaches out to student leaders of honors organizations and clubs.
- Represents Impact America at career fairs, on-campus recruitment events, and tabling at student centers.
- Researches and implements best practices in social media engagement for recruitment purposes.
- Works with graphic designer to update recruitment materials.
- Receives and screens applications from interested applicants.
- Conducts interviews with incoming applicants.
- Develops onboarding materials and communicate with incoming members as they go through the enrollment process.
- Coordinates postings the AmeriCorps Member opportunity on college websites

### **Organizational Support:**

- Collaborates with the AmeriCorps Director to prepare and insure oversight of AmeriCorps Member files from onboarding to closure of the program year
- Assists with Human Resources needs including recruitment for staff positions, onboarding, document management, etc.
- Assist with events and plans to contribute to the overall culture of the organization.

**Reports to:** AmeriCorps Director

**Location:** Birmingham, AL

**Skills/Experience Preferred:**

- Enthusiastic personality
- Positive attitude
- Demonstrated ability to collaborate
- Strong verbal and written communication skills
- Demonstrated leadership qualities
- Strong organizational skills and ability to balance competing deadlines
- Experience with marketing, social media, AmeriCorps, or recruitment activities is a plus

**Physical Requirements/Essential Functions:**

The physical demands described here are representative of those that must be met by an applicant to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sedentary physical activity requiring sitting for periods of time
- Talking and hearing
- 70% or more time is spent looking directly at a computer.
- This position will require both remote and in-office time through the COVID-19 pandemic, but will be fully in person once deemed safe.
- Regional travel to recruitment events will be necessary post COVID-19