

Recruitment Specialist
Full-Time Position

Organization:	Maggie's Place
Title:	Recruitment Specialist
Department:	AmeriCorps
Location:	Phoenix, AZ
Pay Range:	\$19.50 - \$20.67 hourly
Supervisor:	Director of AmeriCorps

Position Description

Job Purpose: The Recruitment Specialist directs the AmeriCorps recruitment process at Maggie's Place, developing and executing an annual recruitment plan in collaboration with the recruitment team, assessing needs and trends, and providing ongoing evaluation and adjustment. The position manages all aspects of recruitment and onboarding for yearlong and summer AmeriCorps members in collaboration with the AmeriCorps Program Coordinator. The Recruitment Specialist shares first-hand experience in direct service and serves as the first point of contact and face of Maggie's Place to prospective AmeriCorps members and related contacts, carrying our mission and vision into the recruitment field.

Duties:

AmeriCorps Recruitment

- In collaboration with the Director of AmeriCorps and AmeriCorps Program Coordinator, develop and execute a robust annual recruitment plan, including but not limited to the following responsibilities.
- Conduct ongoing market analysis of nationwide recruitment trends and practices for service year organizations, and ongoing recruitment plan evaluation to ensure a competitive recruitment approach.
- Manage outreach to college campuses, cultivating departmental staff and campus organization contacts, sending collateral, and generating networking opportunities.
- Plan and conduct virtual recruitment platform engagement including through social media, digital ads, job/service boards, Maggie's Place website, Handshake, and the like.
- Determine strategy and design of social media marketing and manage platforms/accounts. Maintain analytics.
- Ensure Maggie's Place and AmeriCorps branding continuity across platforms. Collaborate with AmeriCorps Program Coordinator and Marketing Manager in creating design templates that meet needs utilizing Canva and other relevant resources.
- Maximize the effectiveness of recruitment networks such as the AmeriCorps network and member alma maters.
- Initiate and manage all recruitment logistics including registrations, staffing, travel, and budgeting. Travel for events as required.

- Participate in ongoing recruitment-specific professional development opportunities.
- Collaborate with Development Department to design and order physical and digital recruitment collateral.
- Collaborate with Development Department and HR Director to promote open positions and attract applicants via Maggie's Place's general social media, marketing, and other communications.
- Maintain detailed and organized data tracking, documentation of communications, and finances.
- Ensure database and communication platforms meet needs; maintain and upgrade as necessary.
- Facilitate regular recruitment team meetings and cultivate positive, strengths-based teamwork.

AmeriCorps Applicants and Alumni

- Maintain ongoing relationship and communication with prospective applicants from initial interest to start of service.
- Receive, review, and compile all application materials and facilitate the interview and discernment process from start to finish.
- Maintain applicant communication and manage all logistics up through arrival for service.
- Complete member enrollments in online AmeriCorps systems.
- Review and update application and onboarding materials annually with the recruitment team.
- Assist with New Corps Training and annual transition.
- Plan and implement ongoing communication strategies with MP alumni Corps network including newsletters and regional meet-ups during recruitment travel season.

Skills/Qualifications:

- Bachelor's degree or equivalent life experience.
- Field experience in direct service work at Maggie's Place or a similar program.
- Ability to travel 50+% from September through November, and a lesser amount from January through March.
- Ability to collaborate effectively and function well on a team.
- Ability to articulate the Maggie's Place AmeriCorps experience with passion and authenticity in virtual settings, in person, and over the phone/email.
- Effective and professional communication through written, verbal, and nonverbal means.
- Effective time management and ability to work in a fast-paced environment with moderate to frequent interruptions.
- Ability to be detail and deadline oriented.
- Proficiency in Google suite, Microsoft Office, engaging with a variety of virtual platforms including social media, and ability to access computer and phone each work day.
- Ability to maintain composure and critical thinking in stressful situations.
- Ability to maintain a valid driver's license and operate a vehicle.
- Ability to work on site at the Family Success Center and Maggie's Place homes when not traveling for recruitment.
- Demonstrates initiative, adaptability, cultural sensitivity, and emotional maturity/emotional

intelligence.

- Performs a variety of physical tasks, including being able to lift and carry 30 lbs.

Maggie's Place provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, genetic information, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.